

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

SALAS ROSARIO ALGODON

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

VISCA

3. DEPT./BRANCH/DIVISION

Horticulture

5. WORK STATION//PLACE OF WORK

Horticulture, VisCA

6a. PRES. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. Lump sum

6b. PREV. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. Lump sum

7a. SALARY P.A. 7b. OTHER COMPENSATION

P78,816.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor I

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY []

CITY []

PROVINCE []

1st 2nd 3rd 4th 5th 6th
[] [] [] [] [] []

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working Time

D U T I E S

60%

Teaches Horticulture subjects:

1. Hort 22 - General Horticulture
2. Hort 110 - Small Scale Ornamental and Veg. Production
3. Hort 144 - Plantation Crop Products
4. Hort 141 - Tropical Olericulture
5. Hort 142 - Plantation Crop Production and Management II
6. Hort 195 - Practicum In Hort.

30%

Manage College Projects; and do research work on vegetables

10%

Other assigned works such as:

Extension Work
Dept. Petty Cashier

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head/Assoc. Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, ODI

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

Ana Taba - S R A Fidel Cabillo - Laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

chalk, calculator, computer, blackboard, projector, etc.

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (Specify)		X

19. WORKING CONDITION

Normal Working Condition	X
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

20. I CERTIFY that the above answers are accurate and complete.

Aug. 14, 1996

Date

ROSARIO A. SALAS

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Teaches Horticulture subjects.

22. Describe briefly the general function of the position.

Teaching horticulture subjects.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: BSA Graduate and other requirements per QS of the College.

Experience: none

23b. Licenses or certificates required to do this work, if any.

none

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Aug. 15, 1996

Date

MISAEEL T. DIPUTADO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency