

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DAEAM

6a. PRES. APPROP. : 6b. PREV. APPROP
ACT/ BP Blg. 879 : ACT/ BP Blg. 766
BOARD RES./ : BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. Lump Sum : ITEM NO. Lump Sum

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

CASANGCAPAN

MANUEL

E.

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

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

AUTHORIZED

ACTUAL P22,728.00

COLA

9. WORKING OR PROPOSED TITLE

Instructor

11. OCCUPATIONAL 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 :

80% : 1. Teaches agricultural engineering courses.

20% : 2. Incharge of the microcomputers; and
perform other duties that the Dept. Head may assign from time to time.

Supervisor

Date

APPROVED:

Date

RETURN TO THE OFFICE OF THE DIRECTOR OF INSTRUCTION

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

Director of Instruction

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

None

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

microcomputers, etc.

18. CONTACTS

Occasional Frequent

General Public

: X :

: :

Other Agencies

: X :

: :

Supervisors

: :

: X :

Management

: :

: X :

Others (Specify)

: :

: :

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.

Date

MANUEL E. CASANGCAPAN

Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in agricultural engineering courses.

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: BS degree with specific area of specialization

Experience: plus other requirements per QS of the College

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

None required

24. I hereby certify that the above answers are accurate and complete.

Date

MARGARITO C. ESCALANTE - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency