

## REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

## 1. NAME OF EMPLOYEE

RAMOS

ARSENIO

DECOY

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

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

## 3. BUREAU OR OFFICE

Dept. of Horticulture, LSU, Visca

## 4. DEPT./BRANCH/DIVISION

HORTICULTURE

## 5. WORK STATION/PLACE OF WORK

DOH, LSU, Visca, Baybay

## 6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

## 6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

## 7a. SALARY P.A.

7b. OTHER COMPENSATION: ₱500.00 ACA /mo.  
500.00 PERA/mo.

## 8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor II

## 9. WORKING PROPOSED TITLE

Asst. Professor II

## 10. WAPCO CLASSIFICATION OF THIS POSITION.

A sst. Prof. II

## 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 :

## DUTIES

85%

## Teaching -

Teaches Hort. 22

Hort 121

Hort 144

Hort 200

Hort 142

10%

## Extension

Subject Matter specialist on plantation crops

5%

## Others:

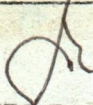
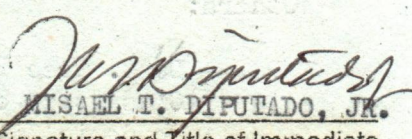
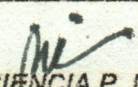
Dept. Tree Planting Coordinator

Class size controller

Academic Adviser

Etc.



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Dr. Misael T. Diputado, Jr. Dept. Head	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Director, ODI																		
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than ( 7 ) list only by their item nos. and titles)  Dominador L. Jimenez - Laborer																			
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  chalk, chalkboard, calculator, computer, class record																			
<b>18. CONTACT</b>  <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify) students</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify) students		<input checked="" type="checkbox"/>	<b>19. WORKING CONDITION</b>  Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 28, 2001</u> Date           </div> <div style="text-align: center;">   <u>ARSENIO D. RAMOS</u> Signature of Employee           </div> </div>																			
<b>21. Describe briefly the general function of the Unit or Section.</b>  Teaching Horticulture subjects do research and extension work on horticultural crops.																			
<b>22. Describe briefly the general function of the position.</b>  Teach and do extension work on Horticultural crops.																			
<b>23.a. 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)</b>  Education: BSA graduate with area of specialization plus other requirements per QS of the Experience: University none required																			
<b>23.b. Licenses or certificates required to do this work, if any.</b>  none required																			
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 28, 2001</u> Date           </div> <div style="text-align: center;">   <u>MISAEAL T. DIPUTADO, JR.</u> Signature and Title of Immediate Supervisor           </div> </div>																			
<b>25. APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 200px; margin: 0 auto;"/> Date           </div> <div style="text-align: center;">   <u>PACIENCIA P. MILAN</u> Head of Agency           </div> </div>																			