

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

1. NAME OF EMPLOYEE

ESCASINAS

RUTH

OTAZA

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

2. BUREAU OR OFFICE

SUC

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

3. DEPT./BRANCH/DIVISION

Dept. of Horticulture

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LS

6b. PREV. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

P61,416.00

50,880.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING PROPOSED TITLE

Assistant Professor I

10. WAPCO CLASSIFICATION OF THIS POSITION

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

75%
75%

Teaches Agronomy courses, coordinate 15 laboratory sections,
and advise thesis students.

20%
20%

To conduct researches.

5%
5%

To do extension works.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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. Audio-visual equipment, etc.																																	
18. CONTACT		19. WORKING CONDITION																															
<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>X</td><td></td></tr><tr><td>Other Agencies</td><td>X</td><td></td></tr><tr><td>Supervisors</td><td></td><td>X</td></tr><tr><td>Management</td><td>X</td><td></td></tr><tr><td>Others (Specify)</td><td></td><td></td></tr></tbody></table>			Occasional	Frequent	General Public	X		Other Agencies	X		Supervisors		X	Management	X		Others (Specify)			<table border="1"><thead><tr><th></th><th></th></tr></thead><tbody><tr><td>Normal Working Condition</td><td>X</td></tr><tr><td>Field Work</td><td></td></tr><tr><td>Field Trips</td><td></td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Others (Specify)</td><td></td></tr></tbody></table>				Normal Working Condition	X	Field Work		Field Trips		Exposed to Varied Weather		Others (Specify)	
	Occasional	Frequent																															
General Public	X																																
Other Agencies	X																																
Supervisors		X																															
Management	X																																
Others (Specify)																																	
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.																																	
Sept. 12, 1994 Date		J. Duncan Signature of Employee																															
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.																																	
22. Describe briefly the general function of the position. To provide instruction in 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: MS degree with specific areas of specialization plus other requirements per QS of the College. Experience:																																	
23b. Licenses or certificates required to do this work, if any. None																																	
24. I HEREBY CERTIFY that the above answers are accurate and complete. ANGELA S. ALMENDRAS - Head, DASS DateSignature and Title of Immediate Supervisor																																	
25. APPROVED: Date		SAMUEL S. GO Head of Agency																															