

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MANGAOANG YOLANDA DELA CRUZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION Plant Protection		5. WORK STATION/PLACE OF WORK DPP	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P146,472.00	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor II		9. WORKING PROPOSED TITLE	
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 <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
65% : Teach Microbiology and Plant Pathology courses; 20% : Conduct research on biocontrol of rootcrops pathogens; 5% : Conduct extension activities on diagnosis of plant diseases and mushroom production; 10% : Do other related activities like advisement of undergraduate theses, committee functions.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>microscope</i>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center; border-bottom: 1px solid black;">Occasional</th><th style="text-align: center; border-bottom: 1px solid black;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Management</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Other (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;">October 15, 1998 Date</div><div style="text-align: center;"><i>Yomangawana</i> YOLANDA C. MANGAOANG Signature of Employee</div></div>																			
21. Describe briefly the general function of the Unit or Section.																			
22. Describe briefly the general function of the position.																			
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: Relevant masteral degree Experience: 1 yr relevant experience; 4 hrs relevant training																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;">10-16-98 Date</div><div style="text-align: center;"><i>Bimbo</i> BIMBO T. MANDRAS, Ph.D. Signature and Title of Immediate Supervisor</div></div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;">Date</div><div style="text-align: center;"><i>Samuel S. Go</i> SAMUEL S. GO Head of Agency</div></div>																			