

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>SALAS</u> <u>ROSARIO</u> <u>ALGODON</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE <u>VisCA</u>	
3. DEPT./BRANCH/DIVISION <u>Horticulture</u>		5. WORK STATION//PLACE OF WORK <u>VisCA</u>	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump Sum	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. Lump ITEM NO. Sum	7a. SALARY P.A.	7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION <u>Instructor I</u>		9. WORKING PROPOSED TITLE <u>Instructor I</u>	
10. WAPCO CLASSIFICATION OF THIS POSITION <u>Instructor I</u>		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		
70%	Instruction - Teaches Horticulture subjects such as Hort. 110 Hort. 22 Hort. 141 Hort. 142 Hort. 195		
20%	Research - Conduct research on plantation crops		
10%	Extension; Others - Act as Dept. cashier, treasurer, etc. - member of other dept. organizations.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head/Associate 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) none																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. blackboard, chalk, calculator, weighing scales, computer, etc.																													
18. CONTACT <table border="1" style="width: 100%; border-collapse: collapse;"> <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;">X</td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Management</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Others (Specify) Students</td> <td></td> <td style="text-align: center;">X</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	X		Other Agencies	X		Supervisors	X		Management	X		Others (Specify) Students		X	19. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">X</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	X	Field Trips		Exposed to Varied Weather		Others (Specify)	
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20. I CERTIFY that the above answers are accurate and complete. <u>Sept. 26, 1995</u> Date <i>Rosalan</i> 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																													
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 graduate with area of specialization plus other requirements per QS of the college. Experience: none required																													
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 <i>Misael T. Diputado, Jr.</i> MISAE T. DIPUTADO, JR. Signature and Title of Immediate Supervisor																													
25. APPROVED: Date <i>Samuel S. Go</i> SAMUEL S. GO Head of Agency																													