

100

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SALAS ROSARIO ALGODON (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Leyte State University, Visca, Baybay	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK LSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISVAB-INST2-2-98	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-INST2-2-98	7a. SALARY P.A.: ₱142,044.00 7b. OTHER COMPENSATION: ACE ₱6000.00 PERA ₱6000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor 2		9. WORKING PROPOSED TITLE Instructor 2	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor 2		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 attached additional sheets.			
Percent of Working Time : DUTIES			
60%	Teaching Teaches the following courses: HORT 141 Lec and Lab HORT 22 Lab HORT 195 HORT 110 Lab HORT 200		
25%	Research NCTP for cucurbits - Study Leader		
10%	Extension NIA Crep Diversification Project		
5%	Others: Dept. Petty Cashier , Guidance Facilitator		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head/Assec. 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)

E.C. Peque - SRA R. Managbanag - Laborer
F. Cabillo - Laborer G. Mascariola - Laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
board, chalk, vaculator, balances, computer machine, etc.

18. CONTRACT

Occasional Frequent

General Public [] []
Other Agencies [x] []
Supervisors [] [x]
Management [] [x]
Other (Specify) students [] []

19. WORKING CONDITION

Normal Working Condition [x]
Field Work [x]
Field Trips []
Exposed to Varied Weather []
Others (Specify) []

20. I CERTIFY that the above answers are accurate and complete.

Sent 27, 2001
Date

ROSARIO A. SALAS

Signature of Employee

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

Teaching Horticulture subjects and research and extension work on Horticultural crops.

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

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.

Sent 27, 2001
Date

MISAEAL T. DIPUTADO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency