

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

1. NAME OF EMPLOYEE

ESCASTINAS RUTH OTAZA  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DEPT. OF AGRONOMY AND SOIL SCIENCE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

6b. PREV. APPRO  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

ASSISTANT PROFESSOR

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 [ ] 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

- 80% : Teaches agronomy courses
- 5% : Act as thesis adviser, Student Research Committee Chairman/Member,  
academic adviser of BSA students and student organization
- 10% : Conducts research on crop production and management
- 5% : Does extension work



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)  
students
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
chalkboard, chalk, overhead projector, ovens, calculator, computer, printer, meterstick
18. CONTRACT
- |                 | 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)          | [ ] |

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

Nov. 23, 2001  
Date

*W. S. Caran*  
Signature of Employee

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

Teaches agronomy courses, conducts researches on crop production and management, does extension works by training farmers and producing and distributing high quality seeds to farmers in Reg. 8

22. Describe briefly the general function of the position.

Instruction, research and extension related to crops and soils.

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:

Experience:

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Nov. 23, 2001  
Date

*DR. RAQUEL C. SEROHIJOS*  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

*PACIENCIA P. MILAN*  
Head of Agency