

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Casangcapan Manuel E. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE Visayas State College of Agriculture	
3. DEPT./BRANCH/DIVISION Dept. of Ag. Engineering & Applied Mathematics		5. WORK STATION//PLACE OF WORK	
6a. PRES. APPROP. 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 Asst. Professor		9. WORKING PROPOSED TITLE Assit. Professor	
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.			
D U T I E S			
Percent of Working Time	80% Teaches agricultural engineering courses and mathematics subjects.		
20%	Do other duties assigned by the dept. head./supervisor		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dept. Head

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.
calculator, computer, etc.

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (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.

23 AUGUST 1996

Date

MANUEL E. CASANGCAPAN

Signature of Employee

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

Conduct research, extension and instruction

22. Describe briefly the general function of the position.

Conduct research, extension and instruction

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 Ag. Engineering

Experience:

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

not required

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

8/23/96

Date

JIMMY R. ROSILLO

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL E. GO

Head of Agency