

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Dean, College of Agriculture

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (Print or type) list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
blackboard, computer, chalk, eraser, LCD, etc.

18. CONTACT

	Occasional	Frequent
General Public	[ ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Others (Specify)	[ ]	[ ] x Students

19. WORKING CONDITION

Normal Working Condition	[ ]
Field work	[ ] x
Field Trips	[ ] x
Exposed to Varied Weather	[ ] x
Other's (Specify)	[ ]

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

July 6, 2011  
Date

CATHERINE C. ARRADAZA  
Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
Teaching Horticulture subjects, do research and extension work on horticultural crops

22. Describe briefly the general function of the position.  
Teaching, research and extension work on horticulture subjects and crops.

23.a. 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 Degree holder and other requirements per QS of the college.

Experience: none required

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

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

                                  
Date

ANTONIO L. ACEDO, JR.  
Signature and Title of Immediate Supervisor

25. APPROVED

                                  
Date

JOSE L. BACUSNO  
Head of Agency



REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		ARRAOLA	CATHERINE CASTRO
		(Family Name)	(Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Dept. of Horticulture		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. 15	7a. SALARY P.A.: ₱219,996.00	
		7b. OTHER COMPENSATION PERA/ACA ₱24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor I		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
MUNICIPALITY [ ]		CITY [ ] PROVINCE [ ]	
1st [ ] 2nd [ ]		4th [ ] 5th [ ] 6th [ ]	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Period of : Working Time :		DUTIES	
<p>85% 1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <p>a) Prepared teaching materials/guides and submit to department head.</p> <p>b) Conducts examination (mid/final/long hours/quizzes).</p> <p>c) Checks test papers and return 1 week after exam.</p> <p>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</p> <p>5% 2. Member in different committees.</p> <p>5% 3. Participate in the co-curricular activities.</p> <p>5% 4. Perform other functions assigned by the Department Head.</p> <p>100%</p>			