

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)			1. NAME OF EMPLOYEE Cadangeapan Manuel Embedo (Family Name) (Given Name) (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture			3. BUREAU OR OFFICE DAEAM		
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			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			
60%		Teaches Ag. Engineering subjects.			
30%		Conduct CIRDUP researchers			
10%		Do other duties assigned by the Dept. Head/Supervisor.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTRACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

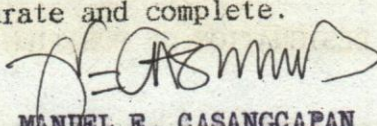
19. WORKING CONDITION

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

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

July 7, 2000

Date


MANUEL E. CASANGCAPAN

Signature of Employee

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

To conduct instruction, research and extension.

22. Describe briefly the general function of the position.

To conduct instruction, research and extension.

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: relevant Masteral Degree

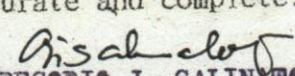
Experience: 2 yrs. experience, 8 hrs. relevant training

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

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

July 7, 2000


Date


GREGORIO J. GALINATO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date


PACIENCIA P. MILAN

Head of Agency