

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

1. NAME OF EMPLOYEE

(Family Name) (Given Name) (Middle Name)
Chocasinio Mendoza

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION

Ag. Engineering & Mathematics

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. 94-15

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱76,440.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

9. WORKING PROPOSED TITLE

Assistant Professor IV

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.

Percent of
Working Time

D U T I E S

60%

Teaches statistics courses and mathematics courses.

20%

Conduct researches on energy

20%

Do other duties assigned by the department head.

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

Department 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.

visual aids, etc.

18. CONTACT 19. WORKING CONDITION

	Occasional	Frequent	Normal Working Condition	X
General Public			Field Work	
Other Agencies	X		Field Trips	
Supervisors	X		Exposed to Varied Weather	
Management		X	Others (Specify)	
Others (Specify)		X		

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

Date

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To provide instruction in mathem tics and statistics courses.

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 degree with specidic area of specialization plus other

Experience:

requirements per QS of the College.

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

none

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

Nov 8, 1994

Date

Signature of Immediate Supervisor

25. APPROVED: Signature and Title of Immediate Supervisor

Date

Signature of Agency