

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

1. NAME OF EMPLOYEE

OCLARIT ELVIRA LOPEZ
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

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

Instructor I

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

95% : Teaches Biology, Microbiology & Nematology courses.

5% : Do other duties assigned by the immediate supervisor.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

October 25, 1999
Date

ELVIRA L. OCLARIT
Signature of Employee

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

22. Describe briefly the general function of the position.

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:

Bachelor's degree in the area of specialization

Experience:

None required

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

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

Date

BIMBO T. MANDRAS, Ph.D. - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN, Ph.D.

Head of Agency