

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

1. NAME OF EMPLOYEE

LORETO MA. THERESA POSAS  
(Family Name) (Given Name) (Middle Name)

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

2. BUREAU OR OFFICE

DAC-FS, VISCA

3. DEPT./BRANCH/DIVISION  
DAC-FS, VISCA

5. WORK STATION/PLACE OF WORK

VISCA, Baybay, Leyte

6a. PRES. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. 95-3

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

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

P69,492

PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

9. WORKING PROPOSED TITLE

Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION  
Instructor

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

80%

To teach general and major chemistry courses

15%

To conduct and participate in the planning and/or  
implementation of research and extension programs

5%

To do other related activities assigned by the department  
head and colleagues.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Head, DAC-FS 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)  
NA

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

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (Specify)		

19. WORKING CONDITION

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

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

December 14, 1995

Date

MA. THERESA P. LORETO

Signature of Employee

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

Instruction

22. Describe briefly the general function of the position.

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 Chemistry

Experience: 6 yrs.

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

NA

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

December 19, 1995

Date

ANDRESITO D. ACABAL - Head, DAC-FS

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO - President

Date

Head of Agency