

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISA'S STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DDC, VisCA

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO. LS

ITEM NO. BA 7845

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

10. Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

VisCA

4. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL ₱62,880.00

7b. OTHER COMPENSATION

9. WORKING PROPOSED TITLE

Instructor I

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

60%

1. To teach undergraduate courses in Development Communication.

10%

2. To undertake extension-communication activities in support of existing program of the College.

5%

3. To advise case study students and student organizations.

5%

4. To serve as member in the different standing committees of the department.

20%
100%

5. To do other tasks assigned by the superiors.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7), List only by their nos. and titles.

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Blackboard, white board, OHP, Slide projector, cassette recorders, etc.

18. CONTACTS

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.

Date

CHRISTINA R. ARCEÑA
Signature of Employee

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

To provide instruction, research & extension activities.

22. Describe briefly the general function of the position.

To provide instruction in Development communication courses.

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 on qualifications of the present incumbent. This item should be filled for all positions other than teaching).

EDUCATION: BS degree with specific area of specialization plus

EXPERIENCE: other requirements per CS of the College.

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

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

Date

WOLFREDA T. ALESNA
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO
President