

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

1. NAME OF EMPLOYEE  
LINA DARIO PEREZ  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE  
VISCA

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. LS

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

7a. SALARY P.A.: P 134,004.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION  
Instructor

9. WORKING PROPOSED TITLE  
Instructor

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

40%	To handle lecture and laboratory classes in agriculture
25%	To take charge of LSU Laboratory High School Seedbank project
15%	To serve as CAT-I Commandant of VLHS VAT-I Unit
10%	To take charge of YDT class
5%	To act as supervisor of students in school related activities
6%	To perform other functions that are assigned to me by the principal and other school authorities.
<u>100%</u>	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Principal

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.  
pewriter, calculator, ball pen, stapler, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[ x ]	[ ]
Other Agencies	[ x ]	[ ]
Supervisors	[ ]	[ x ]
Management	[ x ]	[ ]
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.

8-10-01

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
Provide quality Secondary Education to deserving children of the rural poor as foundation for tertiary education or to prepare them for a gainful employment after graduation.

22. Describe briefly the general function of the position.

To provide instruction in the high school department.

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).

Inst. 1 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.

August 21, 2001

Date

DOMINADOR S. UGANG

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency