

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

GUARTE JACQUELINE MENDOZA
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISCA'S STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

4. WORK STATION/PLACE OF WORK

DABAM, VISCA, Baybay, Leyte

6a. PRES. APPROP.

ACT/ B.O. 87

BOARD RES./

ORD. NO.

ITEM NO. 11000 Sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED
ACTUAL

P 30,228.00

7b. OTHER COMPENSATION

COLA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

10. Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. Occupation

11. OCCUPATION GROUP TITLE

(leave b.)

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

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st ☐

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

Percent of
Working
Time

DUTIES

60%

1. Teaches statistics and mathematics courses.

20%

2. Head, Extension Services Division, affiliated noncon of VISCA.

15%

3. Other duties that may be assigned by the Department Head

5%

4. College statistician.

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.

Computer, technical references, 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.

5/31/89

Date

Jacqueline M. Cuarte

Signature of Employee

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

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Provide instruction in statistics and mathematics 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 the 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 OS 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.

5/31/89

Date

Gregorio J. Galinato - Dept Head

Signature and Title of Immediate Supervisor

25. APPROVED:

June 1/89

Date

Vicente A. Guiton

Head of Agency