

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY?

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

DHS, VISCA

6a. PRES. APPROP.

ACT/ RA 6831

BOARD RES./

ORD. NO.

ITEM NO. 15

6b. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

(FAMILY NAME)

(GIVEN NAME)

(M.I.)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Barbay, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL

P 42,480.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING OR PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

50%

1. BIDANI Field Operation Coordinator.

25%

2. Teaches BSHE and HET courses.

10%

3. Conducts extension non-formal education classes.

5%

4. Adviser HE Extension students.

5%

5. In-charge BIDANI Center.

5%

6. Performs other functions which may be assigned by the
Department Head.

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 item nos. and titles).

None

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

Technical references, teaching aids, pen, etc.

18. CONTACTS

Occasional

Frequent

General Public : ☒ : ☐

Other Agencies : ☒ : ☐

Supervisors : ☐ : ☒

Management : ☐ : ☒

Others (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.

1-14-91

Date

NANCY T. VILLACARTA

Signature of Employee

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

To provide instruction for degree and non-degree courses in Home Science; to conduct researches as well as extension services.

22. Describe briefly the general function of the position.

To provide instruction in Home Science Extension courses; to conduct research and perform extension services.

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: BS degree with specific area of specialization plus

Experience: other requirements per QS 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.

1-14-91

Date

LUCYLEN B. PONCE - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

RODOLFO G. ESCALADA

Head of Agency