

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

1. NAME OF EMPLOYEE
MONTES HUMBERTO, JR. R.
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Experimental Rural High School

Baybay, Leyte

6a. PRES.. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/ Blg. 640

ACT/

AUTHORIZED

BOARD RES./

BOARD RES./

ACTUAL P16,860.00

COLA

ORD. NO.

ORD. NO.

ITEM NO. 7-27

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Assistant Instructor

Assistant Instructor

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 : DUTIES

Working
Time

80%

1. Teaches Biology courses in the ERHS; prepares and improves course syllabi and other instructional materials:

5%

2. Formulates and conducts research proposals on the improvement of instruction in Biology and Natural Science.

5%

3. Serves as adviser to Science student organizations and individual student science projects.

5%

4. Serves as section adviser.

5. Performs other duties as may be assigned by the Principal.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal, ERHS

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.

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

Humberto R. Montes Jr.

HUMBERTO R. MONTES, JR.

Signature of Employee

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

To develop and implement the program of the Experimental Rural High School

22. Describe briefly the general function of the position.

To provide instruction in Biology courses.

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

Experience: plus 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.

Date

Federico R. Flores
FEDERICO R. FLORES - Principal, ERHS
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
M. R. VILLANUEVA
Head of Agency