

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

MONTES

HUMBERTO JR

RC

(FAMILY NAME)

(GIVEN NAME)

(M.I)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

ERHS, V BCA

5. WORK STATION/PLACE OF WORK

Barbayan, Leyte

6a. PRES. APPROP.

: 6b. PREV. APPROP.

ACT/ RA 6821

ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. 151-10

ITEM NO.

7a. SALARY P.A.

; 7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL

₱46,056.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING OR PROPOSED TITLE

Instructor II

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

80%

1. Teaches Biology subject in the high school.

12%

2. Perform research activities.

5%

3. Renders student counselling services.

3%

4. Membership in committees.

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.

Technical references, Bio. laboratory ept, class record, 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.

January 20, 1992
DateHumberto R. Montes Jr.
HUMBERTO R. MONTES JR.
Signature of Employee

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

To develop & implement the programs of the Exptl. Rural High School.

22. Describe briefly the general function of the position.

To provide instruction in Biology courses; coordinate as Adviser of the ERHS Senior class; coach the Men's volleyball Varsity Team; conduct research

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).

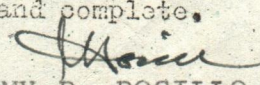
Education: BS degree with specific area of specialization plus

Experience: other requirements per QS of the College

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

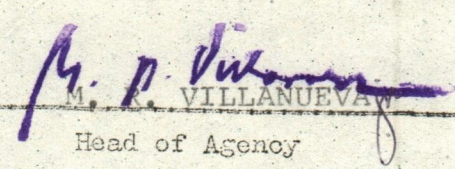
None

24. I hereby certify that the above answers are accurate and complete.

1-22-92
Date

JIMMY R. ROSILLO - ERHS Principal
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


M. R. VILLANUEVA
Head of Agency

Renewal 1-1-92