

REPUBLIC OF THE PHILIPPINES

BC-330 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION
DPP, VISCA

1. NAME CESAR PLOYLE SENONA A.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ RA 6831 : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. LS : ORD. NO.

ITEM NO. : ITEM NO.

7a. SALARY P.A.

AUTHORIZED

ACTUAL ₱42,480.00

7b. OTHER COMPEN-
SATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. NAPOO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

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

MUNICIPALITY ☐

CITY ☐

PROVINCIAL ☐

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 :

95% : 1. Teaching.

5% : 2. Brain case watcher.

[Handwritten signature]

[Handwritten signature]

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

18. CONTACT Microscope, projector & other laboratory apparatus

	Occasional	Frequent		
General Public	:	:	Normal Working Condition	:
Other Agencies	:	:	Field Work	:
Supervisors	X	:	Field Trips	X
Management	X	:	Exposed to varied Weather	:
Others (Specify)	:	X	Others (Specify)	:

I CERTIFY that the above answers are accurate and complete.

June 11, 1992

Date

[Signature]

Signature of Employee
SILVANA A. CESAR

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Instruct and assess the students in their laboratory activities.

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:

Experience: BS degree with specific area of specialization plus other requirements per OS of the College

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

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

Date

[Signature]
Signature and Title of Immediate Supervisor
RUBEN M. GAPASIN - Dept. Head

25. APPROVED:

Date

[Signature]
M. R. VILLANUEVA