

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

29
1. NAME OF EMPLOYEE
GRAVOSO ANNIE P.
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

SUC

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

VisCA Laboratory High School

Baybay, Leyte

6a. PRES... APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/

ACT/

AUTHORIZED

BOARD RES./

BOARD RES./

ACTUAL

ORD. NO.

ORD. NO.

P62,880.00

ITEM NO. LS

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor I

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 : DUTIES

Working
Time

35%

1. Teaches English III

35%

2. Teaches Literature I

20%

3. Adviser Tiller School Organ

10%

4. Adviser Dramatics.

