

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISCA STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DPP, VISCA, Baybay, Leyte

6a. PRES. APPROP.

ACT/ E.O. 87

BOARD RES./

ORD. NO.

ITEM NO. 6-6

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10.

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

GENTZA MA. JULIET CANETE
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED

ACTUAL

₱ 36,872.00

7b. OTHER

COLA

9. WORKING PROPOSED TITLE

Instructor

11. OCCUPATION GROUP TITLE

(leave b.)

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

MUNICIPALITY ☐

CITY ☒

PROVINCE ☒

1st

☐
☐
☐
☐
☐
☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

40%

1. Teaches General Entomology courses;

40%

2. Teaches high school biology lecture & laboratory courses;

20%

3. Assists in curating routines of the Biological museum.

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) only by their nos. and titles.

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Microscope, stereoscope, tullgren funnel set-up, 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.

6/19/89
Date

MA. JULIET C. CENIZA
Signature of Employee

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.

To provide instruction in Entomology and Biology courses.

23.a. 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.

6/19/89
Date

RYAN M. CAPASIN - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

20 June 89
Date

VICENTE A. QUITON
Head of Agency