

REPUBLIC OF THE PHILIPPINES
BC-330 Form No. 1

DIALIMAS

ROSALINA

D.

1. NAME OF EMPLOYEE

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

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BUREAU/DIVISION

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROV. RA 6831

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COM-
PENSATION

ACT/

ACT/

AUTHORITY 42,480.00

SATION

BOARD RES/LS

BOARD RES/

ACTUAL

ORD. NO.

ORD. NO.

ITEM NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPO CLASSIFICATION OF THIS POSITION

11. OCCUPATION 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 :

90% :

1. Instruction

8% :

2. Research

2% :

3. Others

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), list only by their item nos. and titles).
None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT

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.

ROSALINA D. DIALIMAS

6/15/92

Date

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.

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
other requirements per QS of the College

Experience:

23b. Licenses or certificates required to do this work, if any.
None

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

6/19/92

Date

OTHELLO B. CAPUNO - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency

Org appt 6-8-92