

REPUBLIC OF THE PHILIPPINES
EC-228 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DACFS, VISCA

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

ACT/ RA 6831 : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. LS : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

MAGDADARO

MEDARDO JR

C.

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-

AUTHORIZED

SATION

ACTUAL

₱42,480.00

9. WORKING PROPOSED TITLE

Instructor I

11. OCCUPATION GROUP TITLE

(leave blank)

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

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

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

85%

1. Teaches general and major chemistry courses.

10%

2. Performs other job as may be assigned by the department head and colleagues.

5%

3. Acts as adviser to some student organizations.

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

Department Head

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.

Balances, bunsen burner, glasswares, etc.

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

: X :

: X :

: : :

: : :

: : :

: : :

: : :

: X :

: X :

: : :

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

: X :

: : :

: : :

: : :

: : :

20. I CERTIFY that the above answers are accurate and complete.

Date

EDUARDO C. MAGDADARO JR.

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 General Chemistry courses.

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 qualification 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.

Date

CNADELARIO L. CALIBO - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency