

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Plant Protection

6a. PREL. APPROP. : 6b. PREV. APPROP  
ACT/BP Blg. 879 : ACT/BP Blg. 866  
BOARD RES./ : BOARD RES./  
ORD. NO. : ORD. NO.  
ITEM NO. 6-52 : ITEM NO. 18

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

CANETE MA. JULIET P.  
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. : 7b. OTHER COMPENSATION

AUTHORIZED :  
ACTUAL P 29,148.00 : COLA

9. WORKING OR PROPOSED TITLE

Instructor

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:  
Working :  
Time :

- 40% : 1. Teaches General Entomology courses both lecture and laboratory;  
40% : 2. Teaches High School Biology both lecture and laboratory;  
20% : 3. Assists in curating routines of the Biological Museum.



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

Head, Dept. of Plant Protection

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.

stereoscopic microscope, tullgren funnel set-up, etc.

18. CONTACTS : 19. WORKING CONDITION

|                  | Occasional | Frequent |
|------------------|------------|----------|
| General Public   | X          |          |
| Other Agencies   | X          |          |
| Supervisors      |            |          |
| Management       |            | X        |
| Others (Specify) |            |          |

|                           |   |
|---------------------------|---|
| Normal Working Condition  | X |
| Field Work                |   |
| Field Trips               |   |
| Exposed to varied Weather |   |
| Others (Specify)          |   |

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

December 19, 1986  
Date

*M. R. Villanueva*  
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.

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  
Experience: plus other requirements per QS 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.

PACIENCIA P. MILAN - Dept. Head

12/19/86  
Date

Signature and Title of Immediate Supervisor

25. APPROVED:

*M. R. Villanueva*  
M. R. VILLANUEVA

Date

Head of Agency