

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

6a. PRES. APPROP.

ACT/ E.O. 87
BOARD RES. 7

ORD. NO.

ITEM NO. 6-116

6b. PREV. APPROP.

ACT/ BP Blg. 879
BOARD RES. 7

ORD. NO.

ITEM NO. 7-27

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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%

10%

1. Teaches Biology courses in the ERHS

2. Performs other duties as may be assigned by the Acting Principal.

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

Actg. Principal, ERHS

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.

class record, technical references, 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.

12-21-87

Date

Humberto R. Montes Jr.

HUMBERTO R. MONTES, JR.

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To develop and implement the program of the Experimental Rural High School

22. Describe briefly the general function of the position.

To provide instruction in 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.

Teachers Exam.

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

12-21-87

Date

Vita S. Polo

VITA S. POLO Actg. Principal

Signature and Title of Immediate Supervisor

25. APPROVED:

12-25-87

Date

M. R. Villanueva

Head of Agency