

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

LINA DARIO PEREZ

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

VSU

4. DEPT./BRANCH/DIVISION

VSU LHS

5. WORK STATION/PLACE OF WORK

VSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b.

PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO. VLSCAD-INSTI-12-2005

7a. SALARY P.A.: 171,876.00

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor

10. WAPCO 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 attached additional sheets.

Percent of Working Time :

DUTIES

- 40% 1. To handle lecture and laboratory classes in agriculture
- 25% 2. To take charge of VLHS seed bank project
- 15% 3. To serve as CAT-I Commandant of VLHS CAT-I Unit
- 10% 4. To take charge of YDT class
- 5% 5. To act as supervisor of students in school related activities
- 6% 6. To perform other functions that are assigned to me by the principal and other school authorities.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director

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. CONTRACT

Occasional Frequent

General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[x]	[]
Other (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.

Date

Signature of Employee

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

Provide quality Secondary Education to deserving children of the rural poor as foundation for tertiary education or to prepare them for a gainful employment after graduation.

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 in the area of specialization

Experience: none required

23b. Licenses or certificates required to do this work, if any.

LET Passer

24. I HEREBY CERTIFY that the above answers are accurate and complete.

11/3/88

Date

DR

NELEN P. LAMBERT

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

DR. JOSE L. BACUSMO

Head of Agency