

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <i>Catre Salvador, Jr. Mantilla</i> (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <i>Visayas State College of Agriculture</i>	3. BUREAU OR OFFICE <i>VLHS</i>	
4. DEPT./BRANCH/DIVISION <i>DAEE</i>	5. WORK STATION/PLACE OF WORK <i>VISCA</i>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. LS	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 127,620.00
		7b. OTHER COMPENSATION: PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION <i>Instructor I</i>		9. WORKING PROPOSED TITLE
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		
90% : Teaching Communication Arts subjects in VLHS		
5% : Co-Adviser of VLHS Dramatics Club		
5% : Other assignments which may be given by the Comm. Arts Section Head or the VLHS principal		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DAEE Department Head

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.

none

18. CONTRACT

Occasional

Frequent

General Public

[]

[x]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Other (Specify)

[]

[]

19. WORKING CONDITION

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.

March 16, 2001

Date

Salvador L. Lantada

Signature of Employee

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

To provide instruction in the VLHS department.

22. Describe briefly the general function of the position.

To teach Communication Arts in the VLHS.

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).

Inst 1

Education: Bachelor's degree in the area of specialization

Experience: none required

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

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

March 27, 2001

Date

Dominador S. Ugsang

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Paciencia P. Milan

Head of Agency