

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

ERHS, VISCA

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

ACT/ : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

MONTES HUMBERTO JR. R.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

₱45,600.00

7b. OTHER COMPEN-
SATION

9. WORKING PROPOSED TITLE

Instructor II

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 attach additional sheets.

Percent of: DUTIES ---

Working :
Time :

90% 1. To teach Biology courses in the Experimental Rural High School.

10% 2. Perform other duties and responsibilities assigned by the Principal.

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

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.

Technical references, class record, etc.

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

: x :

: : :

:

Normal Working Condition

: x :

Other Agencies

: x :

: : :

:

Field Work

: : :

Supervisors

: : :

: x :

:

Field Trips

: : :

Management

: : :

: x :

:

Exposed to varied Weather

: : :

Others (Specify)

: : :

: : :

:

Others (Specify)

: : :

I CERTIFY that the above answers are accurate and complete.

Jan. 9, 1990
Date

H. 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 programs 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 plus

Experience:

other requirements per QS of the College.

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

Teachers' Examination

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

1-9-90
Date

Jimmy R. Rosillo
JIMMY R. ROSILLO - Principal
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Vicente A. Quiton
VICENTE A. QUITON
Head of Agency