

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. PRES... APPROP. : 6b. PRES. APPROP.

ACT/ BP E1g. 131

BOARD RES./

ORD. NO. Lump Sum

ITEM NO.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

MONTES

(FAMILY NAME)

HUMBERTO

(GIVEN NAME)

RAMOS JR.

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED ₱11,904.00 p.a.

ACTUAL ₱11,904.00 p.a.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Assistant Instructor

Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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 : DUTIES

Working

Time

90%

1. Teaches six (6) laboratory classes in Biology 11.

10%

2. Performs other functions which may be assigned by the Head of the Department.

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.

Charts, graphs, slides projector, petri dishes, test tubes

18. CONTACTS

19. WORKING CONDITION

	Occasional	Frequent
General Public	:-x:-	:-x:-
Other Agencies	:-x:-	:-x:-
Supervisors	:-x:-	:-x:-
Management (students)	:-x:-	:-x:-
Others (Specify)	:-x:-	:-x:-

Normal Working Condition	:-x:-
Field Work	:-x:-
Field Trips	:-x:-
Exposed to varied Weather	:-x:-
Others (Specify)	:-x:-

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

Oct. 29, 1982

Date

Humberto R. Montes, Jr.
HUMBERTO R. MONTES, JR.
Signature of Employee

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

To provide higher instruction, research and extension services in plant protection from pests.

22. Describe briefly the general function of the position.

To provide instruction in Biology.

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 other requirements
Experience: per QS of the College.

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

None

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

10-29-82

Date

Manuel K. Palomar
MANUEL K. PALOMAR, Head, Dept. of Plant
Signature and Title of Immediate Protective
Supervisor

25. APPROVED:

10-29-82

Date

F. A. Bernardo
F. A. BERNARDO
Head of Agency