

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

1. NAME OF EMPLOYEE
BUZON MARIA BELEN JOSOL
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)
3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP. : 7a. SALARY P.A. : 7b. OTHER COMPENSATION
ACT/ : ACT : :
BOARD RES./ : BOARD RES./ : AUTHORIZED :
ORD. NO. : ORD. NO. : ACTUAL RATE/DAY : COLA
ITEM NO. : ITEM NO. :
8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR 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 attach additional sheets.

Percent of :
Working :
Time :
60% : 1. Renders treatment to the diagnosed oral problems like fillings,
periodontal diseases and simple surgical operations.
15% : 2. Provides preventive dental measures like oral prophylaxis and
fluoridation of elementary pupils.
10% : 3. Conducts annual dental examination of students for enrolment.
5% : 4. Creates dental awareness among the VISCA populace through
Dental Health Education of students.
5% : 5. Prepares monthly, annual dental statistical and other reports
required by the health services.
5% : 6. Performs other duties assigned by her superior from time to time.
100%

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

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

LUDIVINA P. VALORIA - Dental Aide

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Sterilizer, dental unit, filling instruments, surgical forceps, 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.

November 15, 1993

Date

MARIA BELEN J. BUZON

Signature of Employee

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

To provide health care to the VISCA populace including the people in the neighboring barangays.

22. Describe briefly the general function of the position.

To render optimum dental health care to the VISCA populace.

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: Doctor of Dental Medicine

Experience:

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

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

Date

ISABEL P. BERTULFO, M.D.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency