

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE POLIQUIT ROSALINA D. (Family Name) (Given Name) (Middle Name)													
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE SUC													
4. DEPT./BRANCH/DIVISION DPBAB, VISCA		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte													
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.: ₱78,816.00													
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR 1		9. WORKING PROPOSED TITLE INSTRUCTOR 1													
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.															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;">Percent of Working Time</th> <th style="text-align: left;">DUTIES</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">75%</td> <td>Teaches courses in Genetics, Plant Breeding and other lab. classes;</td> </tr> <tr> <td style="vertical-align: top;">15%</td> <td>Handles research;</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td>Acts as Extension communicator;</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td>Performs other functions assigned by department head.</td> </tr> <tr> <td style="border-top: 1px solid black; vertical-align: bottom;">100%</td> <td></td> </tr> </tbody> </table>				Percent of Working Time	DUTIES	75%	Teaches courses in Genetics, Plant Breeding and other lab. classes;	15%	Handles research;	5%	Acts as Extension communicator;	5%	Performs other functions assigned by department head.	100%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DEPARTMENT HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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.
Books, lab. glasswares, microscopes, calculator, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[]	[x]
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.

Sept. 30, 1996
Date

Roblyns
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide instruction, research and extension services in the field of plant breeding, genetics and botany.

22. Describe briefly the general function of the position.
Teaches plant breeding, genetics and botany 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 units of specialization plus other requirement per CS of the college.

Experience: None required

23b. Licenses or certificates required to do this work, if any.
None required

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

Sept. 30, 1996
Date

On Capuno
OTHELLO B. CAPUNO
Signature and Title of Immediate Supervisor

25. APPROVED:

Samuel S. Go
SAMUEL S. GO
Head of Agency

Date