

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/ RA 6831 :

BOARD RES/ :

ORD. NO. 134-3 :

ITEM NO. 151-10 :

ACT/ :

BOARD RES/ :

ORD. NO. :

ITEM NO. :

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

10. WAPOO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

(Last Name) (First Name) (Middle Name)
MONTES (EMBERTO) JR

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P46,056.00

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 :

80% : 1. Teaches biology subject in the high school & college.

12% : 2. Perform research activities.

5% : 3. Renders student counseling services.

3% : 4. Membership in committees.

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

ERHS Principal : Vice-Pres. for Acad. Affairs

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.

Teaching aids, calculator, typewriter, pen

18. CONTACT

	Occasional	Frequent
General Public	: x :	: :
Other Agencies	: x :	: :
Supervisors	: :	: x :
Management	: :	: x :
Others (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.

Date

Humberto 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 teach biology subject.

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.

None

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

12/15/92
Date

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

25. APPROVED:

Date

M. R. Villanueva
M. R. VILLANUEVA
Head of Agency

Temp to Perm 12-1-92