

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

MOSE C. PASCUAL

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Department of Arts & Letters

Visayas State College of Agriculture

3. BUREAU OR OFFICE

VISCA, Baybay, Leyte

4. DEPT./BRANCH/DIVISION

Department of Arts & Letters

5. WORK STATION/PLACE OF WORK

Dept. of Arts & Letters, VISCA

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor I

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.

Percent of

Working Time

DUTIES

96%

- Teaches P.I. 11, Psychology, Sociology and Filipino Courses.

2%

- Membership in different committeeship.

2%

- Other assignments given by the department head from time to time.

100%

REYNALDA C. PUNAGNING, Head

May 1, 2000

PACIFIC A. P. M. President

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)

Calculator, ball pen, pencil, board eraser, class record, chalk typewriter, computer, etc.

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

18. CONTRACT

Occasional Frequent

General Public	[]	[<input checked="" type="checkbox"/>]
Other Agencies	[]	[]
Supervisors	[]	[<input checked="" type="checkbox"/>]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[<input checked="" type="checkbox"/>]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

May 15, 2000

Date

Rafael C. Pascual
RAFAEL C. PASCUAL

Signature of Employee

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

To teach the basic subject of all courses at the Dept. and the College as a whole.

22. Describe briefly the general function of the position.

To serve technical/academic department through instruction by teaching the basic subject at the department; explore possibilities on research and extension in relation to the College thrusts.

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: **Bachelor's degree in the field of specialization.**

Experience:

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

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

May 15, 2000

Date

Zenaida C. Dumaguing
ZENAIDA C. DUMAGUING, Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Paciencia P. Milan
PACIENCIA P. MILAN, President
Head of Agency