

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

Catre Salvador Jr. Mantilla  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL  
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

V.LHS

4. DEPT./BRANCH/DIVISION DAEE

5. WORK STATION/PLACE OF WORK  
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

9. WORKING 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  
attached additional sheets.

Percent of  
Working Time :

DUTIES

90%

Teaching

10%

Adviser of Organization



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

*Principal*

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

*DAEE Head*

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

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

18. CONTRACT

Occasional Frequent

General Public	[ ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Other (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.

July 6, 2000

Date

*Salvador Santiago*

Signature of Employee

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

*Teaches English, Filipino, YDT, Soc. Science,*

22. Describe briefly the general function of the position.

*Teaching English and Literature*

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 in the area of specialization

Experience: None required

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

*Licensure Exam for Teachers (LET)*

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

July 13, 2000

Date

*Dominador S. Ugsang*

Signature and Title of Immediate Supervisor

25. APPROVED:

                      
Date

*Pactencia P. Milan*

Head of Agency