

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

DAC-ES, VISCA

6a. PRES. APPROP.

ACT/ RA 6831
BOARD RES./

ORD. NO.

ITEM NO. 15

6b. PREV. APPROP.

ACT/
BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

LORETO
(FAMILY NAME)

MA THERESA
(GIVEN NAME)

P.
(M.I.)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Payson, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-
SATION

AUTHORIZED
ACTUAL

P45,600.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

9. WORKING OR PROPOSED TITLE

Instructor II

11. OCCUPATIONAL 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

90%

1. Teaches general and major chemistry courses.

5%

2. Advises some student organizations.

5%

3. Committee membership of the Department.

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.

Overhead projector, laboratory instruments, blackboard, typewriter.

18. CONTACTS

Occasional

Frequent

General Public	:	:	:	:
Other Agencies	:	:	:	:
Supervisors	:	:	:	:
Management	:	:	:	:
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.

Nov. 21, 1990
Date

mtploreto
MA. THERESA P. LORITO
Signature of Employee

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

To provide instruction and research services.

22. Describe briefly the general function of the position.

To teach general and major chemistry 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 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.

Nov 21, 1990
Date

CANDELARIO L. CALIBO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA
Head of Agency