

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

Agricultural Engineering & Applied Mathematics

1. NAME OF EMPLOYEE

MENDOZA JACQUELINE B.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/BP Blg. 230 : ACT/

BOARD RES./ : BOARD RES./

ORD. NO. : ORD. NO.

ITEM NO. Lump Sum : ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED P16,860.00

ACTUAL P16,860.00

cola

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING PROPOSED TITLE

Instructor

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 attach additional sheets.

Percent of: DUTIES ---

Working :

Time :

85%

Teaches courses in Statistics and Mathematics.

15%

Serves as Statistician for student thesis.

16

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Head, DAEAM : 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.
Calculator, references, etc.

18. CONTACTS : 19. WORKING CONDITION

	Occasional	Frequent		
General Public	: X :	: :	Normal Working Condition	: X :
Other Agencies	: X :	: :	Field Work	: :
Supervisors	: :	: X :	Field Trips	: :
Management students	: :	: X :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

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

9-14-84

Date

JACQUELINE B. MENDOZA

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 Agricultural Engineering and Applied Mathematics.

22. Describe briefly the general function of the position.

To provide instruction in Statistics

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

Experience: plus 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.

9-14-84

Date

MARGARITO C. ESCALANTE, Ph.D.

Signature and Title of Immediate Supervisor

25. APPROVED:

9-17-84

Date

F. A. BERNARDO

Head of Agency