

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

GUARTE
(FAMILY NAME)

JACQUELINE
(GIVEN NAME)

M.
(M.I.)

2. DEPARTMENT, CORPORATION OR AGENCY?

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

4. DEPT./BRANCH DIVISION

DAEAM, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES./

ORD. NO.

ITEM NO. 6-14

6b. PRIV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED

ACTUAL

₱49,092.00

7b. OTHER COMPEN-

SATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

9. WORKING OR PROPOSED TITLE

Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

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

60%

1. Teaches statistics & mathematics courses.

20%

2. Head, Extension Services Div., affiliated of VISCA.

15%

3. Other duties that may assigned by the Dept. Head

5%

4. College statistician.

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.

Computer, technical references, etc.

18. CONTACTS

	Occasional	Frequent
General Public	☒	☐
Other Agencies	☒	☐
Supervisors	☒	☐
Management	☐	☒
Others (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.

11 April 1990

Date

JACQUELINE M. GUARTE
Signature of Employee

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

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Provide instruction in statistics and mathematics 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

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

None

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

Date

GREGORIO J. GALINATO JR. - Dept Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

VICENTE A. QUITON
Head of Agency