

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

Experimental Rural High School

6a. PRES. APPROP.  
ACT/ BP B1g.1

BOARD RES./

ORD. NO. 64(1)

ITEM NO. 123(18)

6b. PREV. APPROP.

ACT/ PD 1850

BOARD RES./

ORD. NO. 129

ITEM NO. 123(18)

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY

CITY

PROVINCE

1st

2nd

3rd

4th

5th

6th

7th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of:

Working Time DUTIES

60%

1. Teaches Chemistry subjects in the Third year and Second year students of the ERHS.

15%

2. Prepares laboratory/lecture manuals and other materials needed the subjects.

15%

3. Checks test papers, laboratory reports, assignments and other reports submitted by the students in Chemistry.

10%

4. Performs remedial instruction as the need arises. Performs other tasks assigned to him by his superior from time to time.





14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

OIC, Experimental Rural High School : 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.

Chemicals, glasswares, balance and other teaching aids  
18. CONTACTS : 19. WORKING CONDITION

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

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

11-7-79

Date

JACOB GLENN F. JANSALIN  
Signature of Employee

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

To implement the program of the Experimental Rural High School.  
22. Describe briefly the general function of the position.

To teach Chemistry courses in the High School.  
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:

Experience: BS degree with specific area of specialization plus other requirement

per CS 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.

11-7-79

Date

CORZON T. DE LA CALZADA - Officer-In-Charge, ERHS  
Signature and Title of Immediate Supervisor

25. APPROVED:

11-7-79

Date

F. A. BERNARDO  
Head of Agency