

REPUBLIC OF THE PHILIPPINES

BC-600 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DPP, VISCA

6a. PRES. APPROP.

RA 6831

ACT/

BOARD RES/ 80-6

ORD. NO.

ITEM NO. 80-6

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

CENIZA

MA JULIET

C.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

₱51,600.00

7b. OTHER COMPEN-
SATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

9. WORKING PROPOSED TITLE

Instructor III

10. WAPOO CLASSIFICATION OF THE POSITION

11. OCCUPATION GROUP TITLE

(leave blank)

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

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

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 :

75%

1. To teach major entomology subjects as well as basic biology & plant protection courses.

5%

2. To improve course outlines, syllabi, laboratory manuals for effective teaching techniques.

15%

3. To undertake research as well as make and submit research proposals.

2%

4. To assist in curating & maintaining the collections of the Biological Museum of VISCA.

2%

5. Act as subject matter specialist of the DPP Plant Pest Clinic.

1%

6. Perform other duties assigned by the Dept. Head.

