

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

ERHS, VISCA

6a. PRES. APPROP.

ACT/ BO 87/  
BOARD RES./

ORD. NO.

ITEM NO. 6-114

6b. PREV. APPROP.

ACT/  
BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

NORRIS

(FAMILY NAME)

LUCIA

(GIVEN NAME)

S

(M.I)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-  
SATION

AUTHORIZED

ACTUAL P 42,480.00

9. WORKING OR PROPOSED TITLE

Instructor I

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

53%

1. Teaches Chemistry lecture and laboratory classes.

17%

2. Do researches on methodologies and facts about chemistry.

10%

3. Prepares visual-aids & other instructional materials.

10%

4. Checks and records students laboratory exercises.

10%

5. Checks and records students' progress.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal, ERHS

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.

18. CONTACTS

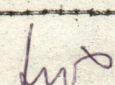
|                  | Occasional                          | Frequent                            |
|------------------|-------------------------------------|-------------------------------------|
| General Public   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Other Agencies   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Supervisors      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Management       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Others (Specify) | <input type="checkbox"/>            | <input type="checkbox"/>            |

19. WORKING CONDITION

|                           |                                     |
|---------------------------|-------------------------------------|
| Normal Working Condition  | <input checked="" type="checkbox"/> |
| Field Work                | <input type="checkbox"/>            |
| Field Trips               | <input type="checkbox"/>            |
| Exposed to varied Weather | <input type="checkbox"/>            |
| Others (Specify)          | <input type="checkbox"/>            |

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

Date

  
LUCIA S. NORRIS  
Signature of Employee

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

To develop & implement fprograms of the Experimental Rural High School

22. Describe briefly the general function of the position.

To provide instruction in 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

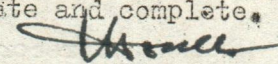
23b. Licenses or certificates required to do this work, if any.

None

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

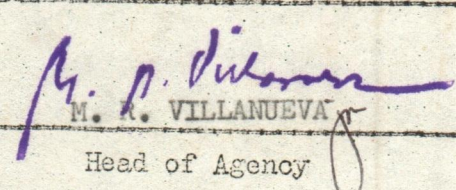
7/3/90

Date

  
JIMMY R. ROSILLO - Principal  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

  
M. R. VILLANUEVA  
Head of Agency