

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE
CUADRA LIJUERAJ J.

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

DAEE

5. WORK STATION/PLACE OF WORK

DAEE

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

P127,200.00

7b. OTHER COMPENSATION: PERA & ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

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
attached additional sheets.

Percent of
Working Time :

DUTIES

80%

Instruction

20%

Other responsibilities assigned by the department

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor (Dept. Head)

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

President

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTRACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[x]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

3/16/01

Date

LIJUELA J. CUADRA

Signature of Employee

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

To provide instruction, research & extension.

22. Describe briefly the general function of the position.

To provide instruction, research & extension in the college.

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 in the area of specialization

Experience: none

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.

OSCAR L. COLIS

Department Head

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

President

Date

Head of Agency