

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

:1. NAME OF EMPLOYEE

:  
: BORINES LUCIA M.  
: (Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

:3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

:5. WORK STATION/PLACE OF WORK

Dept. of Plant Protection

Baybay, Leyte

6a. PRES. APPROP. :6b. PREV. APPROP.

:7a. SALARY P.A. :7b. OTHER COMPEN-

ACT/BO 87 : ACT/BP 879

: AUTHORIZED : SATION

BOARD RES/ : BOARD RES/

: ACTUAL P33,383.00 : COLA

ORD. NO. : ORD. NO.

ITEM NO. Lump Sum : ITEM NO. Lump Sum

8. OFFICIAL DESIGNATION OF POSITION

:9. WORKING PROPOSED TITLE

Instructor

Instructor

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 attach additional sheets.

Percent of: DUTIES ---

Working :

Time :

80% : Teaches Biology II Lab; Plant Protection 21 Lab; and  
: Plant Pathology III Lab.

15% : Conducts research;

5% : Other duties that the Dept Head may assign.



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

Head, Dept. of Plant Protection : 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.

<u>Microscopes, and other instructional materials</u>				19. WORKING CONDITION
18. CONTACT	Occasional	Frequent	:	
General Public	: : :	: : :	:	Normal Working Condition : x :
Other Agencies	: : :	: : :	:	Field Work : : :
Supervisors	: : :	: : :	:	Field Trips : : :
Management	: : :	: x :	:	Exposed to varied Weather : : :
Others (Specify)	: : :	: : :	:	Others (Specify) : : :

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

July 1, 1988  
Date

Imporunis  
LUICIA M. BORINES  
Signature of Employee

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

To provide instruction, research and extension services  
22. Describe briefly the general function of the position.

To teach Biology 11; Plant Prot. 21 lab; and Plant Pathology III lab.

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 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.

\_\_\_\_\_  
Date

PACIENCIA P. MILAN - Dept. Head  
Signature and Title of Immediate Supervisor

25. APPROVED:  
  
\_\_\_\_\_  
Date

V/A Quizon  
VICENTE A. QUITON  
VP for Academic Affairs  
Head of Agency