

REPUBLIC OF THE PHILIPPINES

BC-330 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DACFS, VISCA

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

ACT/

ACT/

BOARD RA 56831

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

10. WAPOO CLASSIFICATION OF THIS POSITION

Instructor II

11. OCCUPATION GROUP TITLE

(leave blank)

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

MUNICIPALITY ☐

CITY ☐

PROVINCIAL ☐

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

70% : 1. To teach chemistry courses in college.

10% : 2. To participate in the planning and/or implementation of researchh programs.

10% : 3. To act as adviser to some student organizations of the college.

5% : 4. Do extension program.

5% : 5. To do other related activities assigned by the department head and colleagues.

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

Department Head

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.

Overhead projector, instruments & apparatus, etc.

18. CONTACT

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: X :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: X :

Field Work

: : :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (Specify)

: : :

I CERTIFY that the above answers are accurate and complete.

MA. THERESA P. LORETO

Signature of Employee

Date

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

To provide instruction and research services.

22. Describe briefly the general function of the position.

To teach general and major 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 QSoF 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.

CANDELARIO L. CALIBO - Dept. Head

Signature and Title of Immediate Supervisor

Date

25. APPROVED:

Date

MANUEL K. PALOMAR

Officer-in-Charge