

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

1. NAME OF EMPLOYEE

Cuartero Jeacqueline Durias  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION  
Dept. of Ag. Engineering

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. 94-15

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱88,440.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

9. WORKING PROPOSED TITLE

Assistant Professor IV

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  
Working Time

D U T I E S

60%

Teaches Statistics major subjects.

30%

College Statistician

10%

Other duties assigned by the dept. head.

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Department Head

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.  
visual aid, etc.

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (Specify)		

19. WORKING CONDITION

	X
Normal Working Condition	
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

7 Nov. 1995

Date

*[Signature]*

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To provide instruction in statistics 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: Masteral degree in the area of specialization plus other requirements per QS of the College.

Experience: 3 years relevant experience & 16 hours of relevant training.

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

None

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

10/31/95

Date

*[Signature]*  
JIMMY R. ROSILLO

Signature and Title of Immediate Supervisor

25. APPROVED:

*[Signature]*  
SAMUEL S. GO  
Head of Agency

Date