

REPUBLIC OF THE PHILIPPINES

EO-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

CESAR SENONA
(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

DPP VISCA

Baybay, Leyte

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

ACT/ RA 6831 :

ACT/

7a. SALARY P.A.

7b. OTHER COMPEN-

BOARD RES/ :

BOARD RES/

AUTHORIZED

SATION

ORD. NO. :

ORD. NO.

ACTUAL

ITEM NO. LS :

ITEM NO.

₱42,480.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

10. WAPOO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(leave blank)

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

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

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 :

97% : 1. Teaches Biology and Zoology courses in laboratory.

2% : 2. Dormitory adviser,

1% : 3. Academic adviser.

26
36

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.

Microscope, projector & other laboratory apparatus

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

: X :

: : :

Normal Working Condition

: X :

Other Agencies

: X :

: : :

Field Work

: : :

Supervisors

: : :

: X :

Field Trips

: : :

Management

: : :

: X :

Exposed to varied Weather

: : :

Others (Specify)

: : :

: : :

Others (Specify)

: : :

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

October 14, 1992

Date

SENONA A. CESAR

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.

Instruct & assess the students in their laboratory activities.

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 w/ 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.

RUBEN M. GAPASIN - Dept. Head

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

MANUEL K. PALOMAR
Officer-in-charge

Renewal 11-1-92