

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>DUMAGUING NANCY V.</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE VISAYAS STATE COLLEGE OF AGRICULTURE	
3. DEPT./BRANCH/DIVISION  SUC		5. WORK STATION//PLACE OF WORK DEPARTMENT OF HOME SCIENCE	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. 96-4	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.	7b. OTHER COMPENSATION  P62,880.00
8. OFFICIAL DESIGNATION OF POSITION  Instructor I		9. WORKING PROPOSED TITLE  Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS  <div style="display: flex; justify-content: space-around;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
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		
50%	1. To teach BSHE courses.		
20%	2. To act as BIDANI Training Coordinator.		
10%	3. To act as supervisor of the HE Extension Field Practice students.		
10%	4. To act as member of department committees.		
5%	5. To conduct research activities.		
5%	6. To perform other duties which may be assigned by the department head.		



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

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.  
audio-visual equipment, etc.

18. CONTACT

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

19. WORKING CONDITION

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

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

Feb. 7, 1995

Date

NANCY V. DUMAGUING

Signature of Employee

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

To provide instruction in Home science courses.

22. Describe briefly the general function of the position.

To provide instruction in home science courses and acts as BIDANI training coordinator.

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 other requirements per QS of the college.

Experience:

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

none

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

Feb. 7, 1995

Date

LOLITA A. ZAPATOS

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GONZALES

Date

Head of Agency