

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DPBAB, VISCA

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

ACT/ RA 6831 :

ACT/

BOARD RES/ :

BOARD RES/

ORD. NO. :

ORD. NO.

ITEM NO. LS :

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

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 ☐

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 :

85%

1. Instruction

10%

2. Research

5%

3. Others

30 14

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.
/

18. CONTACT	Occasional	Frequent	:	19. WORKING CONDITION	:
General Public	: ☒ :	: _____ :	:	Normal Working Condition	: ☒ :
Other Agencies	: ☒ :	: _____ :	:	Field Work	: _____ :
Supervisors	: _____ :	: ☒ :	:	Field Trips	: _____ :
Management	: _____ :	: ☒ :	:	Exposed to varied Weather	: _____ :
Others (Specify)	: _____ :	: _____ :	:	Others (Specify)	: _____ :

I CERTIFY that the above answers are accurate and complete.

6/15/92

Date

ZC Gonzaga
ZENALDA C. GONZAGA

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.

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 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.

6/16/92

Date

OB Capuno
OTHELLO B. CAPUNO - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
M. R. VILLANUEVA

Head of Agency

Org appt 6-8-92