

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

DACFS, VISCA

6a. PRES. APPROP.

ACT/

BOARD RES/6831

ORD. NO.

ITEM NO.

6b. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPOO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

(Last Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P42,480.00

7b. OTHER COMPEN-
SATION

9. WORKING PROPOSED TITLE

Instructor I

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 :

90% 1. Teaches Agricultural Chemistry courses.

10% 2. Performs other functions which the Dept. Head
may assign from time to time.

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.

Glasswares, alcohol lamp, cylinders, balances, bunsen burner, etc.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent		
General Public	: X :	: : :	Normal Working Condition	: : :
Other Agencies	: X :	: : :	Field Work	: X :
Supervisors	: : :	: : :	Field Trials	: : :
Management	: : :	: X :	Exposed to varied Weather	: : :
Others (Specify)	: : :	: X :	Others (Specify)	: : :

I CERTIFY that the above answers are accurate and complete.

15 May 1992

Date

FELIX M. SALAS

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.

To provide instruction in Ag. 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 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.

May 25, 1992

Date

CANDELARIO L. CALIBO

Signature and Title: Dept. Head

25. APPROVED:

Date

N. R. VILLANUEVA