

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

LORETO MA. THERESA P.
(FAMILY NAME) (GIVEN NAME) (M.I.)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

DACES, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ RA 6831 ACT/
BOARD RES./ BOARD RES./
ORD. NO. ORD. NO.
ITEM NO. 1S ITEM NO.

7a. SALARY P.A. ; 7b. OTHER COMPEN-
SATION

AUTHORIZED
ACTUAL ₱45,600.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING OR PROPOSED TITLE

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

- | | |
|-----|---|
| 65% | 1. To teach general & major chemistry courses. |
| 15% | 2. To conduct research. |
| 5% | 3. To act as student research coordinator. |
| 5% | 4. To act as adviser of VisCA Chemical Society. |
| 5% | 5. To act as ICRO correspondent. |
| 5% | 6. To do other jobs assigned by the supervisor. |

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.

Overhead projector, instruments & apparatus, pen, etc.

18. CONTACTS

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

19. WORKING CONDITION

Normal Working Condition	☒
Field Work	☐
Field Trips	☐
Exposed to varied Weather	☐
Others (Specify)	☐

I CERTIFY that the above answers are accurate and complete.

Nov. 12, 1991

Date

mtplorato
MA. THERESA P. LORETO
Signature of Employee

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

To provide instruction and research services.

22. Describe briefly the general function of the position.

To teach general and major 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.

Nov 12, 1991

Date

Calibo
CANDELARIO L. CALIBO - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva Jr.
M. R. VILLANUEVA Jr.
Head of Agency

Renewal 11-2-91