

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

LORETO MA TIBRESA  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP.

6b. PREV. APPRO.

ACT/

ACT/

BOARD RES/ 7180

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO.

ITEM NO.

102-3

7a. SALARY P.A.

7b. OTHER COMPENSATION

₱45,600.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION 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

D U T I E S

80%

1. To teach general and major chemistry courses.

15%

2. To conduct and participate in the planning and/or implementation of research and extension programs.

5%

3. To do other related activities assigned by the department head and colleagues.



DACFS

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 and apparatus,

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition	<input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field Work	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>

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

Oct. 22, 1993 MA. THERESA P. LORETO  
Date 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.  
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 w/ 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.

Oct 22, 1993 CANDELARIO L. CALIBO - Dept.head  
Date Signature and Title of Immeddiate Supervisor

25. APPROVED:

Samuel S. Go  
Date Head of Agency

Renewal 11-2-93