

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> GRAVOSO ANNIE PARMIS </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE SUC	
3. DEPT./BRANCH/DIVISION DAE		5. WORK STATION//PLACE OF WORK Baybay, Leyte	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. LS	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. ₱78,816.00	7b. OTHER COMPENSATION
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; margin-top: 10px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">1st []</div> <div style="text-align: center;">2nd []</div> <div style="text-align: center;">3rd []</div> <div style="text-align: center;">4th []</div> <div style="text-align: center;">5th []</div> <div style="text-align: center;">6th []</div> </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	
85%	1. To provide instruction in English & Literature.		
5%	2. To act as adviser of the school paper (Teller)		
5%	3. To act as coordinator of the 1st year class.		
5%	4. To do other duties that may be requested by the supervisor or higher authorities.		

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

Principal- VLHS

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.

visual aids, blackboard, etc.

18. CONTACT

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

X

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

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

July 12, 1996

Date

ANNE P. GRAVOSO

Signature of Employee

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

To provide instruction & implement the programs of the Laboratory high School

22. Describe briefly the general function of the position.

To provide instruction in English & Literature

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 .

Experience: none

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

none

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

July 12, 1996

Date

OSCAR L. COLIS = Principal

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency