

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

1. NAME OF EMPLOYEE

DANOC

ROSEMARIE

DIGMAN

(Family Name)

(Given Name)

(Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State University, Baybay City, Leyte

3. BUREAU OR OFFICE

DEPARTMENT OF AGRICULTURAL EDUCATION AND
EXTENSION

4. DEPT./BRANCH/DIVISION

DAEE - VSU

5. WORK STATION/PLACE OF WORK

DAEE - VISAYAS STATE UNIVERSITY

6a. PRES. APPRO.

6b. PREV. APPRO

ACT/
BOARD RES/
ORD. NO.
ITEM NO.

ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: P 24,000.00

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR I

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
attached additional sheets.

Percent of :
Working Time:

DUTIES

- 85% 1. Teaches assigned subject and performs other teaching related functions,
among others the following:
- a) Prepared teaching materials/guides and submit to department head.
 - b) Conducts examination (mid/final/long hours/quizzes).
 - c) Checks test papers and return 1 week after exam.
 - d) Submits grade sheet and turn over class records to department head
two weeks after final examination.
- 5% 2. Member in different committees.
- 5% 3. Participate in the co-curricular activities.
- 5% 4. Perform other functions assigned by the Department Head.
- 100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DR. ANTONIA CECILIA Y. SANDOVAL - DEPT. HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
DR. ANTONIA CECILIA Y. SANDOVAL - DEPT. HEAD

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
COMPUTER / LAPTOP

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (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.

AUG. 30, 2016
Date

[Signature]
Signature of Employee

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

ASSESS THE PERFORMANCE OF THE EMPLOYEE

22. Describe briefly the general function of the position.

TEACHING / FACILITATING

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: Masteral degree in the field of specialization.

Experience:

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

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

AUG. 30, 2016
Date

[Signature]
ANTONIA CECILIA Y. SANDOVAL Ph.D. - DEPT. HEAD,
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
EDGARDO E. TULIN
Head of Agency