

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

1. NAME OF EMPLOYEE  
**PASCUAL, ROSE GERNA**  
**PASCUAL, ROSE GERNA**  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  
**DEPARTMENT OF ARTS AND LETTERS**  
**Visayas State College of Agriculture**

3. BUREAU OR OFFICE  
**VISCA, BAYBAY, LEYTE**

4. DEPT./BRANCH/DIVISION  
**DAL, VISCA**

5. WORK STATION/PLACE OF WORK  
**Dept. of Arts and Letters**

6a. PRES. APPRO. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. LS

6b. PREV. APPRO  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

7a. SALARY P.A.: **P 127,620.00**

7b. OTHER COMPENSATION: **PERA/ACA**

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
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.

Percent of Working Time : **DUTIES**

95%	- Teaches Social Science and Filipino Courses at DAL.
3%	- Member of different committees at DAL.
2%	- Other assignments given by the department head from time to time
100%	

*[Signature]*  
PASCUAL, ROSE GERNA  
President

March 18, 2001

Date

Signature



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)

Department Head

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

Computer, calculator, class record, chalk, board eraser, ball pen, etc.

18. CONTRACT

Occasional

Frequent

General Public

[ ]

[x]

Other Agencies

[x]

[ ]

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.

March 12, 20001

Date

Signature of Employee

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

As a service department to serve/teach the students through quality instruction, to improve the productivity, profitability equity and well-being of the college as a whole.

22. Describe briefly the general function of the position.

To teach the basic subject of all courses at the Dept. and the College as a whole

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: Bachelor's degree in the area of specialization.

Experience: none required.

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

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

March 13, 20001

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN, President  
Head of Agency