

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

Plant Protection

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/EC Blg. 87 : ACT/EP Blg. 879
BOARD RES/ : BOARD RES/
ORD. NO. : ORD. NO.
ITEM NO. 6-6 : ITEM NO. 6-18

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor

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: DUTIES ---

Working :

Time :

40%

40%

20%

: Teaches General Entomology courses;

: Teacher High School Biology both lecture and laboratory;

: Assists in curating routines of the Biological museum.

Head, Dept. of Plant Protection

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.

microscope, stereoscopic microscope, tullgren funnel set-up, etc.

18. CONTACT

Occasional

Frequent.

:19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (Specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

July 1, 1988
Date

Date _____

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NA. JULIET C. CENIZA

Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Entomology and Biology 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

Experience:

plus 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.

Date _____

PACIENCIA P. MILAN - Head, DPP

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

VICENTE A. CUITON

VP for Academic Affairs

Head of Agency