

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1						1. NAME OF EMPLOYEE POLIGUIT ROSALINA D. (Family Name) (Given Name) (Middle Name)											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture							3. BUREAU OR OFFICE DPBAB, VISCA										
4. DEPT./BRANCH/DIVISION							5. WORK STATION/PLACE OF WORK										
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.							6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.							7a. SALARY P.A.:			
														7b. OTHER COMPENSATION:			
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 attached additional sheets..																	
D U T I E S																	
Percent of Working Time :		:															
80%		:	Teaches botany, plant breeding and genetics.														
10%		:	Handles research.														
05%		:	Handles extension project.														
05%		:	Performs other duties assigned by immediate supervisor.														
100%		:															

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 																												
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. 																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center;">Occasional</th> <th style="width: 30%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[<input checked="" type="checkbox"/>]	[]	Other Agencies	[<input checked="" type="checkbox"/>]	[]	Supervisors	[]	[<input checked="" type="checkbox"/>]	Management	[]	[<input checked="" type="checkbox"/>]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[<input checked="" type="checkbox"/>]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>10/15/78</u> Date </div> <div style="width: 45%; text-align: center;"> ROSALINA D. POLIQUIT Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="margin-left: 40px;">To provide instruction, research and extension services in the field of Plant Breeding and Ag. Botany.</p>																													
22. Describe briefly the general function of the position. <p style="margin-left: 40px;">To provide instruction in Ag. Botany courses.</p>																													
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). <p>Education: Bachelor's degree in the area of specialization</p> <p>Experience: none required</p>																													
23b. Licenses or certificates required to do this work, if any. <p style="margin-left: 40px;">none required</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> _____ Date </div> <div style="width: 45%; text-align: center;"> OTHELLO B. CAFUNO - Head, DPBAB Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> _____ Date </div> <div style="width: 45%; text-align: center;"> SAMUEL S. CO - President, ViSCA Head of Agency </div> </div>																													