

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

GRAVOSO ROTACIO S.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISCA'S STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

VisCA

4. DEPT./BRANCH/DIVISION

DDC, VisCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED

ACTUAL ₱45,600.00

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

10. Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

9. WORKING PROPOSED TITLE

Instructor II

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☒

PROVINCE ☐

1st

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

Percent of
Working
Time

DUTIES

55%

1. To teach undergraduate and graduate courses in Development Communication.

10%

2. To undertake extension-communication activities in support of existing program of the College.

10%

3. To conduct communication researches to help strengthen the departments' program.

10%

4. To advise thesis students and student organizations.

10%

5. To serve as member in the different standing committees of the department.

5%

6. To do other tasks assigned by the superiors.

100%

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 nos. and titles.

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

18. CONTACTS

	<u>Occasional</u>	<u>Frequent</u>
General Public	<u>X</u>	<u> </u>
Other Agencies	<u>X</u>	<u> </u>
Supervisors	<u> </u>	<u>X</u>
Management	<u> </u>	<u>X</u>
Others (Specify)	<u> </u>	<u> </u>

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	<u> </u>
Field Trips	<u> </u>
Exposed to varied Weather	<u> </u>
Others (Specify)	<u> </u>

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

May 16, 1994
Date

RODOLFO S. GRAVOSO
Signature of Employee

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

22. Describe briefly the general function of the position.

23.a. 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 plus
EXPERIENCE: other requirements per CS of the College.

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

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

May 16, 1994
Date

WOLFREDA T. ALESNA
Signature and Title of Immediate
Supervisor

25. APPROVED:

May 16, 1994
Date

SAMUEL S. GO
President