

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISCA STATE COLLEGE OF AGRICULTURE

4. DIST./BRANCH/DIVISION

ERIC, VISCA

6a. PRES. APPROP.

ACT/ RA 6831

BOARD RES./

ORD. NO.

ITEM NO. 98-10

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

ROBERTO JR. (Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

BAYBAY, DAVAO

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P45,500.00

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

90

1. To teach Biology courses in the Experimental Rural High School.

10

2. To act as Coordinator of the Senior Class of the HRS.

5

3. To act as Coach of Varsity Team-VISCA.

5

4. To perform other duties and responsibilities assigned by the Principal.

1 and Teachers Board Examinations

DR. JIMMY R. YANIL JR.

DR. MARILYN

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Principal, ERHS

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.
None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.
Technical references, Bio. laboratory equipments, class record, etc.

18. CONTACTS			19. WORKING CONDITION		
	Occasional	Frequent			
General Public	<u>—</u>	<u>—</u>	Normal Working Condition	<u>—</u>	<u>X</u>
Other Agencies	<u>—</u>	<u>—</u>	Field Work	<u>—</u>	<u>—</u>
Supervisors	<u>—</u>	<u>—</u>	Field Trips	<u>—</u>	<u>—</u>
Management	<u>—</u>	<u>—</u>	Exposed to varied Weather	<u>—</u>	<u>—</u>
Others (Specify)	<u>—</u>	<u>—</u>	Others (Specify)	<u>—</u>	<u>—</u>

20. I CERTIFY that the above answers are accurate and complete.
December 28, 1990
Date

Humberto R. Montes
HUMBERTO R. MONTES, JR.
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To develop and implement the programs of the Experimental Rural High School.

22. Describe briefly the general function of the position.
To provide instruction in Biology courses; and coordinate as Adviser of the ERHS Senior Class; and coach the Men's Volleyball Varsity Team.

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: MS degree with specific area of specialization plus other requirements
EXPERIENCE: 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.
Civil Service Professional and Teachers Board Examinations

12/28/90
Date

[Signature]
Signature and Title of Immediate Supervisor

25. APPROVED:

[Signature]
Date

[Signature]
Head of Agency