

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <i>Bramoso Annic Parmie</i> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <i>Visayas State College of Agriculture</i>		3. BUREAU OR OFFICE <i>ViSCA Laboratory High School</i>	
4. DEPT./BRANCH/DIVISION <i>VLHS</i>		5. WORK STATION/PLACE OF WORK <i>ViSCA, Baybay, Leyte</i>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <i>103,924.56</i> 7b. OTHER COMPENSATION: <i>none</i>	
8. OFFICIAL DESIGNATION OF POSITION <i>Instructor I</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 [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
10%	:	Teaching Communication Arts subject in the college dept. (DAL)	
70%	:	Teaching Communication Arts subjects in the VLHS	
15%	:	Tiller Bulletin Adviser & Co-Adviser of VLHS Dramatics Club	
05%	:	Other assignments which may be directed by the Comm. Arts Section Head or the VLHS Principal	



<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p><i>Prof. Dominador S. Ugay</i></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p><i>Dr. Antonia Cecilia Y. Sandoval</i></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p> <p><i>none</i></p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p><i>none</i></p>																													
<p>18. CONTRACT</p> <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><u>May 12, 1999</u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>[Signature]</i></p> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="margin-top: 10px;">Provide instruction, research and extension</p>																													
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<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> <p style="margin-top: 10px;">Education: Bachelor's degree in the area of specialization</p> <p style="margin-top: 10px;">Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>[Signature]</i></p> <p>Signature and Title of Immediate Supervisor / <i>principal</i></p> </div> </div>																													
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