REFUBLIC OF THE PHILIPPINES 1. NAME OF EMPLOYEE BC CSC Form No 1 (POSITION DESCRIPTION FORM) DEPARTMENT, CORFORATION OR AGENCY/ : 3. BUREAU OR OFFICE LOCAL GOVERNMENT WISAYAS STATE COLLEGE OF AGRICULTURE 4. DEPT./BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK Baybay, Leyte arts & Letters Ga. PRES. APPROP. :6b. PREV. APPROP. 7a. SALARY P.A. :7b. OTHER COMPENSATION BOARD 1825.97 ACT/ BOARD RES./ : AUTHORIZED . ORD. MQ. ORD. NO. : ACTUAL P26,137.20 COLA ITEM NO. 8. OFFICIAL DESIGNATION OF POSITION 9. WORKING PROPOSED THEF :11. OCCUPATION GROUP TITLE 10. WAPCO CLASSIFICATION OF THIS POSITION (leave blank) 12. FOR LOCAL GOVERNMENT FOSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY CITY PROVINCE / 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. Percent of: DUTIES ---Working: Toma nerteente to tela ben eden to mole selato plant des les des bles dat the brief of the production of the production and the product of the principle of To teach English and Speech courses. 90% 5% To edit manuscript for undergraduate thesis. To do other assignments from time to time as assigned 5% by the Dept. Head.

14.	POSITION TITLE OF IMMEDIATE SUPERVISOR:	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
	Department Head	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.	
15		
17.	MACHINES, EQUIPMENT, TOOIS, etc. used r References, chalkboard, e	B. N. H. B.
18.	CONTACTS	19. WORKING CONDITION
100	Occasional Frequent:	19. WORKING CONDITION
	General Public : : : : :	Normal Working Condition :
	Other Agencies : ::::	Field Work
	Supervisors	Field Trips
	Management	Exposed to varied Weather ::
	Others (specify): ::::	Others (specify)
20.	I CERTIFY that the above answers are acc	urate and complete.
	partition of the second second	Gellabaseda.
	Date	Signature of Employee
21.	Dogomika had a Clarable account According 0	11 TT. 11 C 11
-10	Describe briefly the general function of	the Unit or Section.
	Services technical departments by tea	ching the base humanities courses:
	explores possibilities on research an	d extension in relation to College thrusts.
22.	Describe briefly the general function of	
		The state of the s
	Teaches English and Speech courses;	edits manuscaript for undergraduate thesis.
222	Indicate the required qualifications by	woong and hind of advention county and in
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).	279m Should be 1111ed for Sil positions
	73 13	
	Education: BS degree with specific area of specialization plus other requirements per QS of the College.	
	Experience:	QS of the College.
		The same of the sa
3b.	Licenses or certificates required to do	this work, if any.
	None	
4.	I hereby certify that the above answers	The company of the co
-40	I hereby cervity that the above answers	are accurate and complete.
	1	PERLA M. TAN - Dept. Head
	June 9, 1987	TIMEN No IN Deput, nedu
	V Date	Signature and Title of Immediate
		Supervisor
5.	APPROVED:	1 10 11
		M. R. Vm
		M. R. VILLANDEVASMEZ
	Date	Head of Agency