

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

MISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Arts & Letters

6a. PRES. APPROP.

ACT/

BOARD RES. 97

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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 attach additional sheets.

Percent of: DUTIES ---

Working :

Time :

90% : To teach English and Speech courses.

5% : To edit manuscript for undergraduate thesis.

5% : To do other assignments from time to time as assigned
by the Dept. Head.

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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.

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
References, chalkboard, etc.

18. CONTACTS

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (specify)

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

Date

SEREGENA RUTH L. LABASTIDA
Signature of Employee

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

Services technical departments by teaching the basic humanities courses;
explores possibilities on research and extension in relation to College thrusts.

22. Describe briefly the general function of the position.

Teaches English and Speech courses; edits manuscript for undergraduate thesis.

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).

Education : BS degree with specific area of specialization
plus other requirements per QS of the College.

Experience:

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

None

24. I hereby certify that the above answers are accurate and complete.

June 9, 1987
Date

PERLA M. TAN - Dept. Head

Signature and Title of Immediate
Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency