

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		100	
		1. NAME OF EMPLOYEE POLIQUIT ROSALINA D. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE DPBAB, VISCA, BAYBAY, LETTE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR		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 [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :			
D U T I E S			
70%	:	Teaches laboratory classes on plant breeding, genetics and botany.	
25%	:	Handles research.	
5%	:	Performs other functions assigned by immediate supervisor.	
100%	:		

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DIRECTOR OF INSTRUCTION</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) NONE</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Books, calculator, glasswares, etc.</p>																													
<p>18. CONTRACT</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[x]</td><td style="text-align: center;">[]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[x]</td><td style="text-align: center;">[]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[x]</td></tr><tr><td>Management</td><td style="text-align: center;">[]</td><td style="text-align: center;">[x]</td></tr><tr><td>Other (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[x]</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	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<p>21. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services in the field of Plant Breeding and Ag. Botany.</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>inst 1 Education: Bachelor's degree in the area of specialization</p> <p>Experience: none required</p>																													
<p>23b. Licenses or certificates required to do this work, if any. NONE</p>																													
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