

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

GRAVOSO ANNIE PARMIS  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

VisCA Laboratory High School

4. DEPT./BRANCH/DIVISION

VCHS

5. WORK STATION/PLACE OF WORK

VisCA, Baybay, Leyte

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 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

90%

Instruction

10%

Advisory



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

*Principal*

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

*Department Head*

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.

*none*

18. CONTRACT

Occasional Frequent

General Public	[ ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Other (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.

*July 10, 2000*  
Date

*[Signature]*  
Signature of Employee

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

*Instruction*

22. Describe briefly the general function of the position.

*Instruction and Advisory*

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 in the area of specialization**

Experience: **None required**

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

*none*

24. I HEREBY CERTIFY that the above answers are accurate and complete.

*July 18, 2000*  
Date

*[Signature]*  
**DOMINADOR S. UGSANG, Principal**  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

*[Signature]*  
**PACINIA P. MILAN**  
Head of Agency