

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LORETO MA. THERESA POSAS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Visayas State College of Agriculture	
4. DEPT./BRANCH/DIVISION DAC-FS, VISCA		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.: P109,056 7b. OTHER COMPENSATION: ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE Instructor	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor		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% : To teach chemistry courses of the college 5% : To act as adviser to some student organization 5% : To do other job that may be assigned by the dept. head and colleague.			