

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

1. NAME OF EMPLOYEE
GRANDOD ANNIE PARMIS
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OR OFFICE
VLHS

4. DEPT./BRANCH/DIVISION
DAEE

5. WORK STATION/PLACE OF WORK
Visca Campus

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.: 127,620.00

7b. OTHER COMPENSATION: PERA/ACA

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
80%	Teaching Communication Arts subjects in VLHS
15%	Tiller Bulletin Adviser & Co-Adviser of VLHS Dramatics Club.
5%	Other assignments which may be directed by the Comm. Arts Section Head adviser or the VLHS Principal.

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

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[<input checked="" type="checkbox"/>]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[<input checked="" type="checkbox"/>]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

Date

[Signature]

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide instruction in the VLHS.

22. Describe briefly the general function of the position.
To teach communication arts in the VLHS.

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).

Inst 1

Education: Bachelor's 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.

April 2, 2001

Date

[Signature]
DOMINADOR S. UGSANG

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
PACIENCIA P. MILAN

Head of Agency