

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

1. NAME OF EMPLOYEE

**POLIGNIT 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**

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

**INSTRUCTOR**

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

70%  
15%  
10%  
5%  
100%

Teaches Plant Breeding & Botany courses.  
Handles research.  
Handles extension.  
Other assignment



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
**DEPARTMENT HEAD**

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
**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.  
**Calculator, books, microscope, lab glasswares, etc.**

18. CONTRACT

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

**Oct. 17, 2000**

Date

  
**ROSALINA D. POLIQUIT**

Signature of Employee

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.**

22. Describe briefly the general function of the position.

**To provide instruction in Ag. Botany and Plant Breeding courses.**

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:

**Bachelor's degree in the area of specialization.**

Experience:

**None Required.**

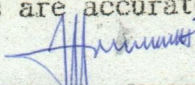
23b. Licenses or certificates required to do this work, if any.

**None**

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

**Oct. 17, 2000**

Date

  
**CELISA A. QUIMIO - OIC, DPBAB**

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

  
**PACIENCIA P. MILAN - President**

Head of Agency