

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

1. NAME OF EMPLOYEE

POLIOUIT ROSALINA DIALIMAS
(Family Name) (Given Name) (Middle Name)

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

2. BUREAU OR OFFICE

DPBAB, VISCA

3. DEPT./BRANCH/DIVISION
DPBAB

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP. 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 attach additional sheets.

Percent of
Working Time

D U T I E S

70%

Teaches laboratory classes in Genetics, Botany and
Plant Breeding courses.

25%

Handles research.

5%

Performs other functions assigned by the Dept. Head.

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.
Books, microscopes, calculator, glasswares

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	X
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

Sept. 27, 1995
Date

Rosalina D. Holiquit
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: MS degree with specific area of specialization plus other requirements per QS of the College.

Experience: None

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

None

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

Sept. 29, 1993
Date

Othello B. Capuno - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Head of Agency