

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

Dept. of Home Science

6a. PRES. APPROP. : 6b. PREV. APPROP.  
ACT/ : ACT/  
BOARD RES/ : BOARD RES/  
ORD. NO. : ORD. NO.  
ITEM NO. : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

VILLACARTA

NANCY

T

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-

AUTHORIZED

SATION

ACTUAL

P 28,752.00

COLA

9. WORKING PROPOSED TITLE

Instructor I

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: DUTIES ---

Working :

Time

50%

30%

5%

5%

5%

1. Acts as BIDANI field operation staff (Region VIII).

2. Teaches BSHE and NET courses.

3. Conduct extension non-formal education classes.

4. In-charge BIDANI Center.

5. Performs other functions which may be assigned by the  
Department head.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

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.

Technical references, teaching aids, etc.

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (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.

January 13, 1989

Date

MAKCY T. VILLACANTA

Signature of Employee

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

To provide instruction for degree and non-degree courses in Home Science; to conduct researches as well as extension services.

22. Describe briefly the general function of the position.

To provide instruction in Home Science extension courses; to conduct research and perform extension services.

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 with specific area of specialization plus

Experience:

other requirements per OS of the College.

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

None

24. I hereby certify that the above answers are accurate and complete.

January 16, 1989

Date

LUCYLEN B. PONCE - Head, DHS

Signature and Title of Immediate Supervisor

25. APPROVED:

January 16, 1989

Date

M. R. VILLANUEVA  
Head of Agency