REPUBLIC OF THE PHILIPPINES
BC-033 Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE: GRAVOSO ROTACIO S.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT: VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE:

4. DEPT./BRANCH/DIVISION: DDC, VISCA

5. WORK STATION/PLACE OF WORK: Baybay, Leyte

6a. PRES. APPROP. ACT/ RA 6831: BOARD RES/ ORD. NO. ITEM NO. LS

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

7a. SALARY P.A. AUTHORIZED / ACTUAL: ₱45,600.00

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION: Instructor II

9. WORKING PROPOSED TITLE: Instructor II

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	DUTIES

9

28

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.

Audio-visual aids, equipment, teaching materials, etc.

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.

Rotacio S. Gravoso

ROTACIO S. GRAVOSO
Signature of Employee

Date

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Development Communication 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: **BS degree with specific area of specialization plus**

Experience: **other requirements per QS 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.

June 8 1992
Date

WOLFREDA T. ALESNA - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

M. R. VILLANUEVA
Head of Agency

Date

Orig appt 5-16-92