

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

Agricultural Engineering & Applied Mathematics

1. NAME OF EMPLOYEE

MENDOZA JACQUELINE B.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/ EO 87 BOARD RES./ ORD. NO. ITEM NO. Lump Sum	: 6b. PREV. APPROP. ACT/ BOARD RES./ ORD. NO. ITEM NO.	: 7a. SALARY P.A. AUTHORIZED ACTUAL ₱27,475.80	: 7b. OTHER COMPENSATION COLA
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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: DUTIES ---

Working :

Time :

60%

1. Teaches statistics and mathematics courses:

Proposed Workload

A. First Semester

Stat 135 Intro to Descriptive Stat (3)

Stat 145 Stat'l Methods for Social Science Research (3)

B. Second Semester

Stat 21 Elem Stat (3)

Stat 138 Intro to Sample Surveys (3)

C. Summer

Math 128 Insurance Math (3)

5%

2. College Statistician

20%

3. Head, Extension Services Division, Affiliated Noncon at VISCA

15%

4. Other duties that may be assigned by the Dept./College.

FILE

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

Head, DAEAM

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.

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

None

18. CONTACTS : 19. WORKING CONDITION

Computer, technical references, etc.

	Occasional	Frequent		
General Public	: x :	:	Normal Working Condition	: x :
Other Agencies	: x :	:	Field Work	:
Supervisors	:	:	Field Trips	:
Management	:	:	Exposed to varied Weather	:
Others (specify)	:	:	Others (specify)	:

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

March 15, 1988
Date

Jacqueline B. Mendoza
Signature of Employee

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

Provide instruction, research and extension services

22. Describe briefly the general function of the position.

Provide instruction in statistics and mathematics 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 other requirements per QS of the College
Experience:

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

None

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

March 14, 1988
Date

Margarito C. Escalante-Head, DAEAM
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Vicente A. Quito
VP for Academic Affairs
Head of Agency