

REPUBLIC OF THE PHILIPPINES  
BC\*CSC Form No. 1  
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

VILLACARTA NANCY T.  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DHS, VISCA

Baybay, Leyte

6a. PREV. APPROP.  
ACT/  
BOARD RES./  
ORD. NO.  
ITEM NO. 117-14

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

7a. SALARY P.A.  
  
AUTHORIZED  
ACTUAL

7b. OTHER COMPENSATION

P42,480.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

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

25%

1. Teaches BSHE and HEP courses

5%

2. Adviser HEext. students

50%

3. BIDANI Field Operation Coordinator

10%

4. Conducts extension non-formal education classes

5%

5. In-charge BIDANI Center

5%

6. Performs other functions which may be assigned by the  
Department 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.  
**computer, accessories, blackboard, etc.**

18. CONTACTS

	Occasional	Frequent
General Public		
Other Agencies		
Supervisors		
Management		
Others (specify)		

19. WORKING CONDITION

Normal Working Condition	
Field Work	
Field Trips	
Exposed to varied Weather	
Other (specify)	

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

**Dec. 12, 1990**

Date

**NANCY T. VILLACARTA**

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  
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.

**Dec. 12, 1990**

Date

**LUCYLEN B. PONCE-Head, DHS**

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

**R. VILLANUEVA**  
Head of Agency