

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

ERHS

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. 123-1

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

10. WAPCO CLASSIFICATION OF THIS POSITION

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

80%

1. Teaches Biology subjects.

12%

2. Perform research activities.

5%

3. Renders student counseling services.

3%

4. Membership in committees.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
ERHS Principal	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.
Teaching Aids, calculator, typewriter, pen.

18. CONTACTS		19. WORKING CONDITION	
	<u>Occasional</u>	<u>Frequent</u>	
General Public	: X :	: :	Normal Working Condition
Other Agencies	: X :	: :	Field Work
Supervisors	: :	: X :	Field Trips
Management	: X :	: :	Exposed to varied Weather
Others (Specify)	: :	: :	Others (Specify)

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

9-13-94
Date

HUMBERTO R. MONTES, JR.
Signature of Employee

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

To develop and implement the programs of the Experimental Rural High School

22. Describe briefly the general function of the position.

To teach Biology subject.

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
Experience: of the College.

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

None

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

9/13/90
Date

Jimmy R. Rosillo
JIMMY R. ROSILLO - Principal

Signature and Title of Immediate Supervisor

25. APPROVED:

Date _____

Samuel S. Go
SAMUEL S. GO - President
Head of Agency