

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

1. NAME OF EMPLOYEE

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

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISCA STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

DASS, VISCA, Baybay, Leyte

6a. PRES. APPROP.

ACT/

BOARD RES./87

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

10. Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED
ACTUAL

P 28,752.00

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Instructor

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

80%

10%

5%

5%

1. Handles lecture and laboratory classes in agronomy;
2. Conducts PCARRD/VISCA funded researches;
3. Conducts extension work of the department;
4. 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
Director of Instruction

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) only by their nos. and titles.
None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.
Technical references, etc.

18. CONTACTS	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Specify	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to varied Weather	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>

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

April 27, 1989
Date

B. Chatich
BERTA C. RATILLA
Signature of Employee

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 handle lecture and laboratory classes in agronomy.

23.a. Indicate the required qualifications by years and kind of education considered for 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.

April 28, 1989
Date

R. Escalada
RODOLFO C. ESCALADA - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

May 3/89
Date

V. A. Quinton
VICENTE A. QUINTON
Head of Agency