

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

CESAR SENONA A.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

VISCA

4. DEPT./BRANCH/DIVISION

Plant Protection

5. WORK STATION/PLACE OF WORK

DPP, VISCA, Baybay, Leyte

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

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

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

ACA/PERA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

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 attached additional sheets.

Percent of Working Time

DUTIES

- 90% : To teach courses in Biology lectures and Zoology & Biology laboratories.
- 5% : To conduct relevant research.
- 1% : To conduct ecological survey as extension work.
- 1% : To give lectures about the general courses, facilities and opportunities in the dept. to students visiting the dept. Biological Museum.
- 1% : To act as member of the departments mini library.
- 1% : To act as member of different committees in the Department.
- 1% : To act as academic and organization adviser of some B.S. Bio. student.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

18. CONTRACT

	Occasional	Frequent
General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

SENONA A. CESAR

Date

Signature of Employee

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

2.2. Describe briefly the general function of the position.

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: Bachelors degree in the area of specialization.

Experience: None required.

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.

16 Oct. 2m

Date

BIMBO T. MANDRAS, Head, DPP

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

Date

Head of Agency