

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

Principal, ERHS

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 materials, typewriter, calculator, board, etc.

18. CONTACT

Occasional

Frequent

General Public

: X :

Other Agencies

: X :

Supervisors

: : :

Management

: : :

Others (Specify)

: : :

19. WORKING CONDITION

Normal Working Condition

: X :

Field Work

: : :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (Specify)

: : :

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

LUCIA S. NORRIS

Signature of Employee

Date

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

To develop and implement programs of the Experimental Rural High School

22. Describe briefly the general function of the position.

To provide instruction in Chemistry 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

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.

6/20/91

Date

JIMMY R. ROSILLO - Principal

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency

REPUBLIC OF THE PHILIPPINES
BC-300 Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE		2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	
NORRIS		VISAVAL STATE COLLEGE OF AGRICULTURE	
LUCIA		4. DEPT./BRANCH/DIVISION	
S.		RRHS, VISCA	
5. WORK STATION/PLACE OF WORK		6a. PRS. APPROV. : 6b. PREV. APPROV.	
Babay, Leyte		ACT/ RA 6831	
7a. SALARY P.A.		BOARD RES/	
AUTHORIZED		O.D. NO.	
7b. OTHER COMPEN-		O.D. NO.	
SATION		ITEM NO. 99-2	
9. WORKING PROPOSED TITLE		OFFICIAL DESIGNATION OF POSITION	
Instructor I		Instructor I	
11. OCCUPATION GROUP TITLE		10. WAPCO CLASSIFICATION OF THIS POSITION	
(Leave blank)			
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS		MUNICIPALITY	
CITY		PROVING	

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. To teach Science III & Science & Technology III subjects to Ag Science Curriculum student and the new Secondary Education Curriculum Students, respectively.
- 10% 2. To take charge of the Chemistry Laboratory of the ERHS.
- 5% 3. To do research work.
- 5% 4. To perform other duties assigned by the department head.