

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

Dept. of Plant Protection

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/BP Blg. 640 :

ACT/

BOARD RES./ :

BOARD RES./

ORD. NO. :

ORD. NO.

ITEM NO. Lump Sum :

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

CANETE MA. JULIET P.

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED P23,892.00

ACTUAL P23,892.00

COLA

9. WORKING PROPOSED TITLE

Instructor

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: DUTIES

Working :

Time :

40%

1. Teaches General Entomology courses both lecture and laboratory;

40%

2. Teaches High School Biology both lecture and laboratory;

20%

3. Assist in curating routines of the Biological Museum.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 Head, Dept. of Plant Protection : 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.

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION
General Public	: X :	:	Normal Working Condition : X :
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.

July 1, 1985
Date

MARIA JULIETA P. CANETE
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 provide instruction in in Entomology and Biology courses; assist in curating reptiles of the Biological museum.

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
 Experience: plus other requirement per OS of the College.

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

None Required

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

July 16 1985
Date

Nelson M. Esquerra
NELSON M. ESQUERRA-Head, Dept. of Plant
Signature and Title of Immediate Protection
Supervisor

25. APPROVED:

July 16, 1985
Date

Samuel S. Go
SAMUEL S. GO
Head of Agency