

REPUBLIC OF THE PHILIPPINES

EC-CSS Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DHS, VISCA

6a. PRES. APPROP.

ACT/ RA 7180

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. NAPOC CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

VILLACARTA

NANCY

T.

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL P42,480.00

7b. OTHER COMPEN-

SATION

9. WORKING PROPOSED TITLE

Instructor I

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

50%	:	Teaches BSHE courses
15%	:	Department extension coordinator
30%	:	Conduct research activities
5%	:	Performs other duties which may be assigned by the department head

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

Department Head

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).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Teaching materials, Home Science tools & utensils, etc.

18. CONTACT

Casual

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.

April 8, 1994

Date

NANCY T. VILLACARTA

Signature of Employee

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

To provide instruction, research & extension services in the field of home economics

22. Describe briefly the general function of the position.

To provide instruction and extension services.

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 other requirements

Experience: 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 8, 1994

Date

LUCYLEN B. PONCE

Signature and Title of Immediate Supervisor

25. APPROVED:

April 8, 1994

Date

SAMUEL S. GO

Head of Agency