

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

Experimental Rural High School

6a. PRES. APPROP.
ACT/ BP Blg. 131
BOARD RES./
ORD. NO. 7-113
ITEM NO.

6b. PREV. APPROP.
ACT/ BP Blg. 80
BOARD RES./
ORD. NO. 28-9
ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor

1. NAME OF EMPLOYEE

MONTER

HUMBERTO

RAMOS JR.

(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 P13,824.00

c l a

ACTUAL P13,824.00

9. WORKING OR PROPOSED TITLE

Assistant Instructor

11. OCCUPATIONAL 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

80%

1. Teaches second year Biology courses, First year Integrated Science;
Prepares and improves course syllabus and other instructional materials
in Biology.

5%

2. Formulates and conducts research proposals on the improvement of
instruction in Biology and Natural Science.

5%

3. Serves as an adviser to Science student organizations and individual
student science projects.

5%

4. Serves as Section Adviser.

5%

5. Performs other duties as may be assigned by the Principal and
the College President/Director of Instruction.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal, ERHS

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

Pen, record book, Overhead projector, slide projector, film strip projector, film loop projector, film, loops, transparencies, Biology equipment and instruments.

18. CONTACTS

Occasional

Frequent

General Public

:X:

: : :

Other Agencies

:X:

: : :

Supervisors

: : :

:X:

Management students

: : :

:X:

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.

5.27.83

Date

Humberto R. Montes, Jr.
HUMBERTO R. MONTES JR.

Signature of Employee

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

To develop and implement the program of the Experimental Rural High School.

22. Describe briefly the general function of the position.

To provide instruction in Biology 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 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.

5-27-83

Date

Federico R. Flores, Principal, E R H S

Signature and Title of Immediate Supervisor

25. APPROVED:

5-30-83

Date

F. A. BERNARDO
Head of Agency