

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

1. NAME OF EMPLOYEE

SALAS, FELIX M.

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Dept. of Agricultural Chemistry

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

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

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

7a. SALARY P.A.: P194,964.00

7b. OTHER COMPENSATION: PERRA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor

9. WORKING PROPOSED TITLE

Assistant Professor

10. WAPCO CLASSIFICATION OF THIS POSITION

Assistant Professor

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

85% : To teach undergraduate chemistry courses  
10% : To participate in the planning and/or implementation of research and extension program.  
5% : To do other related activities assigned by the department head and colleagues.  
100% :

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Head, DAC-PS

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.  
AAS, TV-vis, balance, glasswares, Overhead projector, etc.

18. CONTRACT			19. WORKING CONDITION	
	Occasional	Frequent	Normal Working Condition	[ ]
General Public	[ ]	[ ]	Field Work	[ ]
Other Agencies	[ ]	[ ]	Field Trips	[ ]
Supervisors	[ ]	[ ]	Exposed to Varied Weather	[ ]
Management	[ ]	[ ]	Others (Specify)	[ ]
Other (Specify)	[ ]	[ ]		

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

14 July 2000  
Date

  
FELIX M. SALAS  
Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
Instruction, research and extension

22. Describe briefly the general function of the position.  
To teach general & major chemistry courses and participate in the planning & implementation of research & extension program

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).

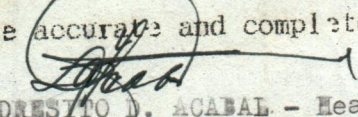
Education: relevant masteral degree

Experience: 2 years of relevant experience and 8 hours of relevant training.

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

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

14 July 2000  
Date

  
ANDRESITO D. ACABAL - Head, DAC-PS  
Signature and Title of Immediate Supervisor

25. APPROVED:

  
PACIENCIA P. MILANTE President  
Head of Agency

Date