

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

Agricultural Chemistry & Food Science

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ E.O. 87 : ACT/ BP Blg. 879
BOARD RES./ : BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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:

Working
Time

80%

To provide instruction in Agricultural Chemistry courses.

20%

To conduct research & perform extension services.

82

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.

None

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

Thin layer, chromatography, column chromatography

18. CONTACTS

19. WORKING CONDITION

	<u>Occasional</u>	<u>Frequent</u>
General Public	:	:
Other Agencies	: <u>x</u> :	:
Supervisors	: <u>x</u> :	:
Management	:	: <u>x</u> :
Others (specify)	:	: <u>x</u> :

Normal Working Condition	:
Field Work	: <u>x</u> :
Field Trips	:
Exposed to varied Weather	:
Others (specify)	:

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

5/04/82

Date

[Signature]
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.

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 requirements per BS of the College

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

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

Date

[Signature]
LINDA S. DELA ROSA- Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
H. R. VILLANUEVA
Head of Agency