

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

1. NAME OF EMPLOYEE

JANSALIN JACOB GLENN F.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

DAC-FS, VisCA

3. DEPT./BRANCH/DIVISION
Visayas State College of Agriculture

5. WORK STATION//PLACE OF WORK

DAC-FS, VisCA, Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO. 91-16

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱110,136.00

ACA/PERA

8. OFFICIAL DESIGNATION OF POSITION

Asso Professor III

9. WORKING PROPOSED TITLE

Asso Professor III

10. WAPCO CLASSIFICATION OF THIS POSITION

Asso Professor III

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
Working Time

D U T I E S

70%	Teaches general and major chemistry courses
10%	Acts as thesis adviser
10%	Writes research proposal and syllabi, and
10%	To do other job as may be assigned by the department head

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head/Asso Prof. 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, gas chromatography, etc

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition	<input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field Work	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>

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

Oct 30, 1995
Date

JACOB GLENN E. JANSALIN
Signature of Employee

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

Instruction

22. Describe briefly the general function of the position.

Instruction

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: Masteral degree in the area of specialization plus other requirements per QS of the College.

Experience: 3 years of relevant experience & 16 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.

8 Nov. 1995
Date

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

25. APPROVED:

SAMUEL S. GO - President
Head of Agency

Date