

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

2. BUREAU OR OFFICE

Dept. of Ag. Chemistry & Food Science

3. DEPT./BRANCH/DIVISION

ViSCA

5. WORK STATION//PLACE OF WORK

ViSCA

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

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

7a. SALARY P.A.

7b. OTHER COMPENSATION

P 52,080.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING PROPOSED TITLE

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY []

CITY []

PROVINCE [x]

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

60%

1. To teach Chemistry courses in the College.

20%

2. To perform and participate in the planning and/or implementation of research programs.

15%

3. To perform department committee work/responsibilities.

5%

4. To do other related activities assigned by the department head and colleagues.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Assoc Professor /Head, DAC-FS	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. Glasswares, bunsen burner, balances, UV-vis, AAS, etc.																													
18. CONTACT <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Supervisors</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> <td></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	X		Other Agencies	X		Supervisors		X	Management	X		Others (Specify)			19. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Field Work</td> <td></td> </tr> <tr> <td>Field Trips</td> <td></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> </tr> </tbody> </table>	Normal Working Condition	X	Field Work		Field Trips		Exposed to Varied Weather		Others (Specify)	
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20. I CERTIFY that the above answers are accurate and complete. 13 SEPT. 1994 Date FELIX M. SALAS Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.																													
22. Describe briefly the general function of the position. To provide instruction in Ag. Chemistry 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: M.S. degree with specific area of specialization plus other requirements ^{per} of QS of the College. Experience:																													
23b. Licenses or certificates required to do this work, if any. NA																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date ANDRESITO D. ACABAL Signature and Title of Immediate Supervisor																													
25. APPROVED: Date SAMUEL S. GO Head of Agency																													