

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

1. NAME OF EMPLOYEE

LORETO MA. THERESA P.

(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
Agricultural Chemistry & Food Science

5. WORK STATION//PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP.
ACT/ 7663
BOARD RES/
ORD. NO.
ITEM NO. 95-3

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

7a. SALARY P.A.

P57,492.00

7b. OTHER COMPENSATION

ACA/PERA

8. OFFICIAL DESIGNATION OF POSITION
Instructor III

9. WORKING PROPOSED TITLE
Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

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

75%

1. To teach general and major chemistry courses of the college

5%

2. To act as adviser to some student organization

15%

3. To act as thesis adviser to BSAC students.

5%

4. To do other jobs as may be assigned by the dept. head and colleagues.

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.

Spectrophotometer, balances, glasswares, bunsen burners, etc.

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		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.

Date

MA. THERESA P. LORETO

Signature of Employee

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

To provide Instruction, research and extension

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: BS degree w/ specific area of specialization plus
Experience: other requirements 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.

Dec. 15, 1994

Date

ANDRESITO D. ACABAL, Head, DAC-FS

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO- President

Date

Head of Agency