

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <u>RAMAL</u> (Family Name) <u>ALLAN</u> (Given Name) <u>ABEWOSA</u> (Middle Name) </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 10px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE <div style="margin-top: 10px;"><u>VSU</u></div>											
4. DEPT./BRANCH/DIVISION <div style="margin-top: 10px;"><u>Department of Pure and Applied Chemistry VSU</u></div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 10px;"><u>Visayas State University</u></div>											
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="width: 48%;"> 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>VISCAD-AP4-8-2011</u> </div> </div>		7a. SALARY P.A.: <u>P 379,660.00</u> 7b. OTHER COMPENSATION: <u>P 24,000.00</u>											
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 10px;"><u>Assistant Professor (IV)</u></div>		9. WORKING PROPOSED TITLE <div style="margin-top: 10px;"><u>Assistant Professor IV (Permanent)</u></div>											
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)											
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<div style="display: flex; justify-content: space-between;"> Percent of Working Time: DUTIES </div>													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;"> 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination. </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>				85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.	5%	2. Member in different committees.	5%	3. Participate in the co-curricular activities.	5%	4. Perform other functions assigned by the Department Head.	100%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Pure and Applied Chem / Associate Professor Dean / CAS, / Associate Professor

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

U/A

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

DLP, LAPTOP, GLASSWARES, LAB EQUIPMENT

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (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.

November 8, 2011

Date

Signature of Employee

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

INSTRUCTION / RESEARCH / EXTENSION

22. Describe briefly the general function of the position.

To teach general & major 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: Relevant, Masteral Degree

Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.

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

CSC Eligible, Agriculturists, Chemist license

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

November 8, 2011

Date

CANDELARIO L. CALIBO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency