

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

1. NAME OF EMPLOYEE

SALAS

FELIX

M.

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ BP Big. 230

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED P13824.00

ACTUAL P13,824.00

7b. OTHER COMPENSATION

c 1 a

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor

9. WORKING OR PROPOSED TITLE

Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 : DUTIES

Working

Time

70%

1. Teaches Chemistry courses.

25%

2. Writes research proposals and conduct them upon approval;
Participates in other research studies of the department.

5%

3. Performs extension services programmed by the department.
Performs other functions which may be assigned by the
Department Head or the Director of Instruction.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Dept. of Agricultural Chemistry

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.

Bunsen burner, glasswares, testtube rack, oven hot plates, analytical balance, alcohol lamp etc.

18. CONTACTS

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management (students)

: : :

: 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.

6.1.83

Date

Felix Salas

FELIX M. SALAS

Signature of Employee

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

To provide instruction, research and extension services in the field of Agricultural Chemistry and Food Science.

22. Describe briefly the general function of the position.

To provide instruction in 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: BS degree with specific area of specialization plus other requirements

Experience: 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.

6.1.83

Date

Lydia A. Gloria

LYDIA A. GLORIA, Head, Dept. of Ag. Chem.

Signature and Title of Immediate Supervisor and Food Science.

25. APPROVED:

6.11.83

Date

F. A. BERNARDO

Head of Agency