

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
**LEYTE STATE UNIVERSITY**

4. DEPT./BRANCH/DIVISION  
**PURE & APPLIED CHEMISTRY**

6a. PRES. APPRO.  
ACT/  
BOARD RES/  
ORD. NO.

6b. PREV. APPRO  
ACT/  
BOARD RES/  
ITEM NO. **VISGAB-APRO2-10-1998**

1. NAME OF EMPLOYEE  
**SALAS FELIX M.**

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE  
**LEYTE STATE UNIVERSITY**

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

7a. SALARY P.A.: **P 231,012.00**

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION  
**Associate Professor**

9. WORKING PROPOSED TITLE  
**Associate Professor**

10. WAPCO CLASSIFICATION OF THIS POSITION  
**Associate Professor**

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  
[ ]



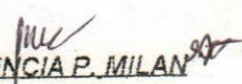
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please  
attach additional sheets.

Percent of  
Working Time :

DUTIES

- 85% 1. To teach major and general chemistry subjects
- 5% 2. To help implement research & extension activities of the department
- 5% 3. To act as adviser on some student organizations
- 5% 4. To do other related activities assigned by the dept head and colleagues



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Department Head</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>College Dean</b>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles) <b>NA</b>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>computer, AAS, OHP, glasswares, etc.</b>			
18. CONTACT <div style="display: flex; justify-content: space-between;"><div>General Public <input type="checkbox"/></div><div>Other Agencies <input type="checkbox"/></div><div>Supervisors <input type="checkbox"/></div><div>Management <input type="checkbox"/></div><div>Others (Specify) <input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Occasional <input type="checkbox"/></div><div>Frequent <input checked="" type="checkbox"/></div></div>		19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Other's (Specify) <input type="checkbox"/>	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div><u>December 6, 2005</u> Date</div><div> <b>FELIX M. SALAS</b> Signature of Employee</div></div>			
21. Describe briefly the general function of the Unit or Section. <b>Instruction, Research and Extension</b>			
22. Describe briefly the general function of the position. <b>Instruction, Research and Extension</b>			
23.a 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: <b>Relevant masteral degree</b> Experience: <b>3 years of relevant experience; 16 hours of relevant training</b>			
23b. Licenses or certificates required to do this work, if any. <b>NA</b>			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div><u>6 December 2005</u> Date</div><div> <b>ANDRESITO D. ACARA</b> Signature and Title of Immediate Supervisor</div></div>			
25. APPROVED  Date _____		 <b>PACIENCIA P. MILAN</b> Head of Agency	