

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

Ag. Chemistry & Food Science

6a. PRES.. APPROP.

ACT/BP Blg. 23o

BOARD RES./

ORD. NO. Lump Sum

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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

90%

1. Teaches Ag. Chemistry courses.

10%

2. Performs other functions which may be assigned by the
Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Ag. Chemistry & Food Science

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, alcohol lamp, graduated cylinder, balance, water bath, bunsen burner, 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.

3-29-84

Date

Relix M. Salas
RELIX M. SALAS

Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Agricultural Chemistry.

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.

March 29, 1984

Date

Lydia A. Gloria

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

Signature and Title of Immediate
Supervisor

& Food Science

25. APPROVED:

3-29-84

Date

F. A. Bernardo
F. A. BERNARDO
Head of Agency