

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

Experimental Rural High School

6a. PRES. APPROP.

ACT/ PD 1230

BOARD RES./

ORD. NO.

ITEM NO. 123(18)

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

JANSALIN

JACOB GLENN

FLORA

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Bay ay, Leyte

7a. SALARY

7b. OTHER COMPENSATION

AUTHORIZED P9,024.00

ACTUAL

P.024.00

9. WORKING OR PROPOSED TITLE

Assistant Instructor III

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

7th

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

Percent of:

Working
Time

DUTIES

60%

1. Teaches Chemistry subjects in the Third and Second year students.

15%

2. Prepares laboratory/lecture manuals and other materials needed in the subjects.

15%

3. Checks test papers, laboratory reports, assignments and other reports submitted by the students in Chemistry.

10%

4. Performs remedial instruction as the need arises. Performs other tasks assigned to him by his superior from time to time.

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

OIC, Experimental Rural High School

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.

Chemicals, glasswares, balance and other teaching aids

18. CONTACTS

19. WORKING CONDITION

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to varied Weather	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>

20. I CERTIFY that the above answers are accurate and complete.

11-14-78

Date

JACOB GLENN F. JANSALIN

Signature of Employee

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

To implement the program of the Experimental Rural High School.

22. Describe briefly the general function of the position.

To teach Chemistry courses in the High School.

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 requirement
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.

11-15-78

Date

CORAZON Y. DE LA CALZADA- OIC, ERHS

Signature and Title of Immediate Supervisor

25. APPROVED:

11-18-78

Date

F. A. BERNARDO

Head of Agency