

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE JANSALIN JACOB GLENN F. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture	2. BUREAU OR OFFICE Dept. of Ag Chemistry & Food Science
3. DEPT./BRANCH/DIVISION Ag Chemistry & Food Science	5. WORK STATION//PLACE OF WORK VISCA
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. 91-16	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.
7a. SALARY P.A. P. 98,136.00	7b. OTHER COMPENSATION ACA/PERA
8. OFFICIAL DESIGNATION OF POSITION Assoc Professor III	9. WORKING PROPOSED TITLE Assoc Professor III
10. WAPCO CLASSIFICATION OF THIS POSITION Assoc Professor III	11. OCCUPATION GROUP TITLE (Leave Blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [x] 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	D U T I E S
70%	1. Teaches general and major Chemistry courses;
10%	2. Conducts ecology research;
10%	3. Acts as thesis adviser;
5%	4. Writes research proposal and syllabi; and
5%	5. To do other job as may be assigned by the Department Head.

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

Assoc Prof. III/Head, DAC-FS 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)

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

Thin layer chromatography, column chromatography, gas chromatography
18. CONTACT 19. WORKING CONDITION

	Occasional	Frequent	Normal Working Condition	
General Public			Field Work	
Other Agencies			Field Trips	
Supervisors			Exposed to Varied Weather	
Management			Others (Specify)	
Others (Specify)				

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

11/9/94 JACOB GLENN F. JANSALIN
Date 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.

Teaching - To provide instruction in Ag. 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: M degree with specific area of specialization plus other requirements of the college.
Experience: none

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

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

Nov. 7, 1994 ANDRETTA D. ACARAL - Head, DAC-FS
Date Signature and Title of Immediate Supervisor

25. APPROVED:
Samuel S. ... President
Date Head of Agency