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REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RAMAL ALLAN A. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Dept. of Ag. Chemistry & Food Science	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 78,816.00 7b. OTHER COMPENSATION: ACA - P 500 /month PERA - P 500	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor I		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 attached additional sheets.			
Percent of Working Time : DUTIES			
90%	1. To teach general chemistry courses .		
10%	2. To do other related activities assigned by the department head and colleagues.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DAC-FS	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. glasswares, balances, glasswares, projector etc.	
18. CONTRACT	19. WORKING CONDITION
Occasional Frequent	Normal Working Condition []
General Public [] []	Field Work []
Other Agencies [] []	Field Trips []
Supervisors [] []	Exposed to Varied Weather []
Management [] []	Others (Specify) []
Other (Specify) [] []	
20. I CERTIFY that the above answers are accurate and complete. Sept. 16, 1996 Date ALLAN JAY PRAMALAT Signature of Employee	
21. Describe briefly the general function of the Unit or Section. Instruction	
22. Describe briefly the general function of the position. Teaching	
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 Ag Chem Experience: 4 years	
23b. Licenses or certificates required to do this work, if any. NA	
24. I HEREBY CERTIFY that the above answers are accurate and complete. September 16, 1996 Date ANDRESITO D. ACABAL - Head, DAC-FS Signature and Title of Immediate Supervisor	
25. APPROVED: Date SANTOS S. GO - President Head of Agency	