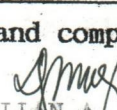
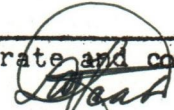



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RAMAL ALLAN A. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE DAC-FS, VISCA	
4. DEPT./BRANCH/DIVISION Ag Chem & Food Science		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: ₱108,000.00 7b. OTHER COMPENSATION: ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE Instructor	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor		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			
80%	: 1. To teach basic and fundamental chemistry courses of the college.		
10%	: 2. To act as adviser to some student organizations of the college.		
10%	: 3. To do other functions that may be assigned by the department head and colleagues.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Head, DAC-FS</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Director of Instruction</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">none</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>bunsen burners, glasswares, overhead projector, balances, etc.</p>																													
18. CONTRACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr><td>General Public</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr> <tr><td>Other Agencies</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr> <tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr> <tr><td>Management</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr> <tr><td>Other (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%;"> <tbody> <tr><td>Normal Working Condition</td><td style="text-align: center;">[]</td></tr> <tr><td>Field Work</td><td style="text-align: center;">[]</td></tr> <tr><td>Field Trips</td><td style="text-align: center;">[]</td></tr> <tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[]</td></tr> <tr><td>Others (Specify)</td><td style="text-align: center;">[]</td></tr> </tbody> </table>	Normal Working Condition	[]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Oct 6, 1999</u> Date </div> <div style="width: 45%; text-align: right;">  ALLAN A. RAMAL Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Instruction, research & extension</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">Instruction</p>																													
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). Instl Education: Bachelor's degree in the area of specialization Experience: None required																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">none</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Oct. 12, 1999</u> Date </div> <div style="width: 45%; text-align: right;">  ANDRESITO D. ACABAL, Head, DAC-FS Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u> </u> Date </div> <div style="width: 45%; text-align: right;">  PACIENCIA P. MILAN - President Head of Agency </div> </div>																													