REPUBLICASE FORM NO. 1 PRINCES (Position Description Form)	1. NAME OF EMPLOYEE LORETO MA. THERESA P. (Family Wake) (Given Rame) (Middle Wame)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture	3. BUREAU OR OFFICE DAC-FS, Visca
4. DEPT./BRANCH/DIVISION DAC-FS, Visca	5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.	7a. SALARY P.A.: P146,472.00 7b. OTHER COMPENSATION: ACA/PERA
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor	9. WORKING PROPOSED TITLE Assistant Professor
10. WAPCO CLASSIFICATION OF THIS POSITION Assistant Professor	11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNM	PROVINCE [] 1 5th 6th
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. attached additional sheets.	If more space is needed, please
Percent of : Working Time : DUTIE	S
.2. To conduct and participate in	and extension programs and to

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14.	POSITION TITLE OF IMMEDIATE SUPERVISOR 15. SUPERVISOR TITLE OF NEXT HIGHER
	Department Mead 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)
17.	MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. bunsen burners, glasswares, AAS, UV-vis, etc.
18.	CONTRACT Occasional Frequent 19. WORKING CONDITION Normal Working Condition [] Field Work [] Field Trips [] Exposed to Varied Weather [] Other (Specify) [] Others (Specify) []
20.	I CERTIFY that the above answers are accurate and complete.
	October 25 1999 MA. THERESA P. LORETO Signature of Employee
21.	Describe briefly the general function of the Unit or Section.
	Instruction, research and extension
22.	Describe briefly the general function of the position. Instruction
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: Relevant masteral degree Experience: 1 yr relevant experience; 4 hrs relevant taining
23b.	Licenses or certificates required to do this work, if any.
24.	I HEREBY CERTIFY that the above answers are accurate and complete. 9 NW. /999 ANDRESIFO D. ACABAL - Head, DAC-FS Date Signature and Title of Immediate
25.	APPROVED: PACIFICIA P. MILAN - President
	Date Head of Agency