

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

1. NAME OF EMPLOYEE

JANSALIN JACOR GLENN (Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

5. WORK STATION//PLACE OF WORK

3a. PRES. APPROP. ACT/  
BOARD RES/180  
ORD. NO.  
ITEM NO.  
93-6

3b. PREV. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱89,736.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Associate Professor III

Associate Professor III

10. WAPCO CLASSIFICATION OF THIS POSITION

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 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 proposals and syllabi.

5%

5. Do other jobs as may be assigned by the dept. head.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"><u>Department head</u></div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"><u>Director of Instruction</u></div>																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center; padding-top: 10px;">None</div>																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; padding-top: 10px;"><u>Thin layer chromatograph, column chromatograph, gas chrom, etc.</u></div>																															
18. CONTACT  <table border="0" style="width:100%;"><tr><td></td><td style="text-align: center; border-bottom: 1px dashed black;">Occasional</td><td style="text-align: center; border-bottom: 1px dashed black;">Frequent</td></tr><tr><td>General Public</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div></td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td></tr><tr><td>Other Agencies</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div></td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td></tr><tr><td>Supervisors</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div></td></tr><tr><td>Management</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div></td></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td></tr></table>			Occasional	Frequent	General Public	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div>	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	Other Agencies	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div>	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	Supervisors	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div>	Management	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div>	Others (Specify)	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	19. WORKING CONDITION  <table border="0" style="width:100%;"><tr><td>Normal Working Condition</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div></td></tr><tr><td>Field Work</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td></tr><tr><td>Field Trips</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div></td></tr></table>		Normal Working Condition	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;">x</div>	Field Work	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	Field Trips	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	Exposed to Varied Weather	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>	Others (Specify)	<div style="border: 1px dashed black; width: 20px; height: 15px; margin: 0 auto;"></div>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="text-align: center;">Date</div></div><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="text-align: center;">JACOB JENN F. JANSALIN</div><div style="text-align: center;">Signature of Employee</div></div></div>																															
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; padding-top: 10px;">To provide instruction, research and extension services.</div>																															
22. Describe briefly the general function of the position. <div style="text-align: center; padding-top: 10px;">To provide instruction in cnemistry courses.</div>																															
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).  <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 20%;">Education:</div><div>MS degree w/ specific area of specialization plus</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 20%;">Experience:</div><div>other requirements per QS of the College</div></div>																															
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; padding-top: 10px;">None</div>																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;">12/7/93</div><div style="text-align: center;">Date</div></div><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="text-align: center;">CANDELARIO L. CALIBO - Dept.head</div><div style="text-align: center;">Signature and Title of Immeddiate Supervisor</div></div></div>																															
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="text-align: center;">Date</div></div><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="text-align: center;">SAMUEL S. GO</div><div style="text-align: center;">Head of Agency</div></div></div>																															