

REPUBLIC OF THE PHILIPPINES

BC CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

JANSALIN

JACOB GLENN

FLORA

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

Visayas State College of Agriculture

4. LEAF/BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Agricultural Chemistry & Food Science

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY

7b. OTHER COMPENSATION

ACT/ BP Blg. 131

ACT/ BP Blg. 80

BOARD RES.

BOARD RES./

AUTHORIZED P12,516.00 p.a.

ORD. NO.

ORD. NO.

ACTUAL

P12,516.00 p.a.

ITEM NO. 31-3

ITEM NO. 35-8

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Assistant Instructor

Assistant Instructor

10. NAPO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY

CITY

PROVINCE

1st

2nd

3rd

4th

5th

6th

7th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of:

Working

DUTIES

Time

80%

1. Teaches basic courses in Chemistry and Agricultural Chemistry.

10%

2. Makes research proposals.

10%

3. Performs other function which may be assigned by superiors.

1. POSITION TITLE OF IMMEDIATE SUPERVISOR:

Head, Dept. of Agricultural Chemistry

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 1, list only by their item nos. and titles). None

17. MACHINES, EQUIPMENT, TOOL it used regularly in performance of work.

Visual aids, chemical instruments, petri dishes, oven, and other teaching aids.

18. CONTACTS

Occasional. Frequent

General Public	<u>1 x</u>	<u>1</u>
Other Agencies	<u>1 x</u>	<u>1</u>
Supervisors	<u>1</u>	<u>1 x</u>
Management (students)	<u>1 x</u>	<u>1</u>
Others (Specify)	<u>1</u>	<u>1</u>

19. WORKING CONDITION

Normal Working Condition	<u>1 x</u>
Field Work	<u>1</u>
Field Trips	<u>1</u>
Exposed to varied Weather	<u>1</u>
Others (Specify)	<u>1</u>

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

10-13-82

Date

JACOB GLENN F. JANSALIN

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction and research in Agricultural Chemistry.

22. Describe briefly the general function of the position.

To provide instruction in Chemistry/Agricultural Chemistry; make research proposals.

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 degree with specific area of specialization plus other requirements
Experience: per QS of the College.

b. Licenses or certificates required to do this work

None

24. I hereby certify that the above answers are accurate and complete.

10-13-82

Date

LYDIA A. GLORIA, Head, Dept. of Ag. Chemistry & Food Sc.

Signature and Title of Immediate Supervisor

25. APPROVED:

10-14-82

Date

F. A. BERNARDO

Head of Agency

