

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 LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LEYTE STATE UNIVERSITY
4. DEPT./BRANCH/DIVISION DEPT OF PURE AND APPLIED CHEMISTRY		5. WORK STATION/PLACE OR WORK LEYTE STATE UNIVERSITY
6a. PRES. APPRO. Act/ BOARD RES/ ORD NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR		9. WORKING PROPOSED TITLE INSTRUCTOR
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT & UNITS CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES (if more space is needed please attach additional sheets)		
Percent of : D U T I E S Working Time:		
90% - 1. To teach fundamental and major chemistry courses 5% - 2. Acts as thesis, academic adviser of chemistry major students 2% - 3. To participate in the planning/implementation of research and extension programs; and to 3% - 4. To do other related activities assigned by the department head and colleagues.		

