

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 UNIVERSITY

3. BUREAU OR OFFICE

VSU

4. DEPT./BRANCH/DIVISION

Pure & Applied Chemistry

5. WORK STATION/PLACE OF WORK

VSU

5a. RES. APPRO.

6b. PREV. APPRO

7a. SALARY P.A.:

P 219,504.00

ACT/

ACT/

7b. OTHER COMPENSATION/RA/ACA

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO. INST3-5-2002

6. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

10. MAPCO CLASSIFICATION OF THIS POSITION

Asst. Professor

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY [] CITY [] PROVINCE []

1st

2nd

4th

5th

6th

[]

[]

[]

[]

[]

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

of
Time:

DUTIES

90%

To teach gen and major chemistry subjects and

10%

To do other related activities assigned by the department head and colleagues

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Head, DePAC</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean, CAS</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7) list only by their item nos. and titles) (7) <p style="text-align: center;">NA</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">computer, LCD, DLP, glasswares, balances, et al</p>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td></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></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition		Field work	[]	Field Trips	[]	Exposed to Varied Weather		Other's (Specify)	[]
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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: 10px;"> <div style="text-align: center;"> <u>Oct 6, 2009</u> Date </div> <div style="text-align: center;"> <u>ALLAN A. PINAL</u> 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>																													
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23.a. 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="margin-top: 10px;"> m) Education: B.S. degree relevant to the job. 1/4 Experience: 1 yr. of relevant experience; 4 hrs. of relevant training. </div>																													
23.b. Licenses or certificates required to do this work, <p style="text-align: center;">NA</p>																													
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="text-align: center;"> _____ Date </div> <div style="text-align: center;"> <u>CANDELARIO L. CALICO</u> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> <u>JOSE L. BACUSMO</u> Head of Agency </div> </div>																													