

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

:1. NAME OF EMPLOYEE

:

JANSALIN JACOB GLENN F.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

:

:3. BUREAU OR OFFICE

:

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

:

:5. WORK STATION/PLACE OF WORK

:

Agricultural Chemistry & Food Science

:

Baybay, Leyte

6a. PRES. APPROP. :6b. PREV. APPROP.

:

:7a. SALARY P.A. :7b. OTHER COMPEN-

ACT/ EC Blg. 87 : ACT/ BP Blg. 879

:

AUTHORIZED : SATION

BOARD RES/ : BOARD RES/

:

ACTUAL \$36,872.00 : COLA

ORD. NO. : ORD. NO.

:

ITEM NO. 6-88 : ITEM NO. 7-21

:

8. OFFICIAL DESIGNATION OF POSITION

:

:9. WORKING PROPOSED TITLE

:

Instructor

:

Instructor June 13, 1988

10. MAPCO 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: DUTIES ---

Working :

Time :

: To teach Chemistry courses in the Dept. of Ag. Chemistry and Food Science.

: To participate in the planning and/or implementation of research programs.

: To perform department committee responsibilities.

85
14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

Vice President for Academic Affairs

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.

Typewriter, equipment/glasswares, apparatus in Food Chemistry Laboratory

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (Specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

7/9/80
Date

JANUARY E. JANSALIN
Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Chemistry courses

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

Experience:

plus other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.

None

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

Date

PACIENCIA P. MILAN - Director of Instruction
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

J. P. Villanueva
Head of Agency