

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SALAS FELIX MANAGBANAG (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Department of Pure & Applied Chemistry	
4. DEPT./BRANCH/DIVISION PURE & APPLIED CHEMISTRY		5. WORK STATION/PLACE OF WORK Department of Pure & Applied Chemistry	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. <i>VISCAN-PROF-1-A-2015</i>		7a. SALARY P.A.: P 997.00 7b. OTHER COMPENSATION: ACA/PERA <i>EXT. ON</i>	
8. OFFICIAL DESIGNATION OF POSITION PROFESSOR I		9. WORKING PROPOSED TITLE ASSOC PROFESSOR IV	
10. WAPCO CLASSIFICATION OF THIS POSITION PROFESSOR I		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:			
DUTIES 70% 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) prepared teaching materials/guides b) conducts examination(mid/final/hour /quizzes) c) checks test papers and return 1 week after exam d) submits grade sheet and turn over class records 2 weeks after final examination 2.5% 2. Member in different committees 2.5% 3. Participates in the co-curricular activities 20% 4. Conducts research and extension 5% 5. Performs other administrative functions assigned by the higher authority. 100%			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
APPROVED: _____ Head of Bureau			

OP#3497
4/10/15

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head SALASGAMAH XMEZ CALAS	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CAS																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Department of Pure & Applied Chemistry																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, DLP, OHP, glasswares, balances, etc																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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>Other (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	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
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;"> March 26, 2015 _____ Date </div> <div style="text-align: center;"> FELIX M. SALAS _____ Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Instruction, Research & Extension																			
22. Describe briefly the general function of the position. To teach general and major chemistry subjects																			
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: <i>Relevant masteral degree</i> Experience: <i>4 yrs of relevant experience, 24 hrs of relevant training</i>																			
23b. Licenses or certificates required to do this work, if any. NA																			
24. I HEREBY 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;"> 3/26/15 _____ Date </div> <div style="text-align: center;"> JACOB GLENN F. JANSALIN _____ Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> JOSE L. BACUSMO, President, VSU _____ Head of Agency </div> </div>																			