

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

DAC-FS, VisCA, Leyte

6a. PRES. APPROP.

ACT/EO 87

BOARD RES/

ORD. NO.

ITEM NC. 6-88

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

10. WAPCO CLASSIFICATION OF THIS POSITION

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 :

45%

1. To act as Department Head.

30%

2. To plan and implement research programs.

25%

3. To teach Chemistry courses in the Department.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 Director of Instruction : College President

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles). : None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
 Typewriter, equipment and other apparatus in food chemistry laboratory

18. CONTACT	Occasional	Frequent	:	19. WORKING CONDITION	
General Public	: ☒ :	: ☐ :	:	Normal Working Condition	: ☒ :
Other Agencies	: ☐ :	: ☐ :	:	Field Work	: ☐ :
Supervisors	: ☐ :	: ☒ :	:	Field Trips	: ☐ :
Management	: ☐ :	: ☒ :	:	Exposed to varied Weather	: ☐ :
Others (Specify)	: ☐ :	: ☐ :	:	Others (Specify)	: ☐ :

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

8/18/89

Date

JACOB GLENN F. 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 plus
 Experience: 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.

23 Aug. 1989

Date

PERLA M. TAN, OIC

- Dir. of Instruction

Signature and Title of Immediate Supervisor

25. APPROVED:

Aug 24/89

Date

M. R. VILLANUEVA

Head of Agency