

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LORETO MA. THERESA P. (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.		7a. SALARY P.A.: P 511,824.00 7b. OTHER COMPENSATION: ACA/PERA P. 24,000.00	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-APRO4-10-2014			
8. OFFICIAL DESIGNATION OF POSITION ASSOC PROFESSOR IV		9. WORKING PROPOSED TITLE ASSOC PROFESSOR IV	
10. WAPCO CLASSIFICATION OF THIS POSITION ASSOC PROFESSOR		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:			
D U T I E S			
85% 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 5% 2. Member in different committees 5% 3. Conducts research and extension activities 5% 4. Performs other functions assigned by the department head. 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
DoPAC Head

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)  
NA

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
Computer, DLP, OHP, glasswares, balances, etc

18. CONTRACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	[ ]	[ ]	Normal Working Condition	[ ]
Other Agencies	[ ]	[ ]	Field Work	[ ]
Supervisors	[ ]	[ ]	Field Trips	[ ]
Management	[ ]	[ ]	Exposed to Varied Weather	[ ]
Other (Specify)	[ ]	[ ]	Others (Specify)	[ ]

20. I CERTIFY that the above answers are accurate and complete.  
February 11, 2015  
Date  
MA. THERESA P. LORETO  
Signature of Employee

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: Relevant masteral degree  
Experience: 3 yrs of relevant experience; 16 hrs of relevant training.

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.  
11 Feb 2015  
Date  
JACOB GLENN F. JANSALIN, Head, DoPAC  
Signature and Title of Immediate Supervisor

25. APPROVED:  
Date  
JOSE L. BACUSMO, President, VSU  
Head of Agency