HEPUBLIC OF THE PHILIPPINES 1. NAME OF EMPLOYEE BC_CSC Form No. 1 **JANSALIN** JACOB GLENN (GIVE' NAME) (POSITION DESCRIPTION FORM) (FAMILY NAME) 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 Experimental Rural High School Baybay, Leyte 6a. PRES. APPROP. :7b. OTHER CONPENSATION :6b. PREV. APPROP. ACT/ BOARD RES. 7 BOARD RES./ AUTHORIZED \$9.756:00 p.a. ORD. NO. 64(1) OFD. NO. 129 ACTUAL ITEA NO. 123(18) ITEL NO. 123(18 P9.756.00 p.a. 8. OFFICIAL DUSIGNATION OF POSITION WORKING OR PROPOSED TITLE Assistant Instructor Assistant Instructor 10. WAPOO CLASSIFICATION OF THIS POSITION 11. OCCUPATIONAL GROUP TITLE (leave blank) 12. FOR LOCAL GOVERNMENT POSITION, CHECK COVERNMENTAL UNIT AND UNIT'S CLA MUNICIPALITY CITY PROVINCE 5th 6th 7th OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach STATEMENT additional sheets. Percent of: Working DUTIES Time 60% Teaches Chemistry subjects in the Third year and Second year students of the ERHS. 15% 2. Prepares laboratory/lecture manuals and other materials needed the subjects. 15% Checks test papers, laboratory reports, assignemnts and other reports submitted by the students in Chemistry. 10% 4. Performs remedial instruction as the need arises. Performs other taks assigned to him by his superior from time to time.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
marile a to shall it	and wants do standed to
OTO TO LET DOWN Ut oh Sohool	: Director of Instruction
16 WAMES PITTLES and TIEM NOS OF THOSE YO	OU DIRECTLY SUPERVISE (if more than (7), list
only by their item nos. and titles).	I A WIND LAND I WAS A STATE OF THE PARTY OF
- MACHINES POLITONET TOOLS	lands in monformance of work
17. MACHINES; EQUIPMENT, TOOLS, etc. used	regularly in performance of work.
Chemicals, galsowares, balance and	other teaching aids
18. CONTACTS delance and	19. WORKING CONDITION
Occasional Frequent	The state of the s
General Public	Normal Working Condition
Other Agencies	Field Work
Supervisors	Field Trips Exposed to varied Weather
Management Others (Specstudents):	Others (Specify)
20. I CERTIFY that the above answers are a	ccurate and complete.
The state of the s	May el
11-7-79	JACOB CLENN F. JANSALIN
Date	Signature of Employee
21. Describe briefly the general function	of the Unit or Section.
A MATORIAL STATE OF THE STATE O	have been been as the
The control of the co	
To implement the program of the Expense.	of the necition
22. Describe briefly the general function of	. 1997 a 1816
	The second secon
1. Abo 114	ich School
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:	c area of specialization plus other requirement
The Cartesian -	
23b. Licenses or certificates required to	do this work. if any.
Zon. Produses of detering and raddress to	
None	
24. I hereby certify that the above answer	rs are accurate and complete.
ettoring the road trans. repliers	
Andrew State of the State of th	Ma
1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	CONCONT DE LA CALZADA - "Fficer-In-Charge BRHS
Pata	CORZON T. DE LA CALZADA - fficer In-Charge, ERHS
Date S	CORZON T. DE LA CALZADA- "fficer-In-Charge, ERHS ignature and Title of Immediate Supervisor
- ADDROUGH	CORZON T. DE LA CALZADA - fficer In-Charge, ERHS ignature and Title of Immediate Supervisor
Date S:	CORZON T. DE LA CALZADA- fficer-In-Charge, ERHS ignature and Title of Immediate Supervisor
- ADDROUGH	CORZON T. DE LA CALZADA- "fficer-In-Charge, ERHS ignature and Title of Immediate Supervisor A. BERNARIO
- ADDROUGH	conzon T. DE LA CALZADA- fficer-In-Charge, ERHS ignature and Title of Immediate Supervisor A. BERNARLO Head of Agency