

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

SALAS FELIX M.

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

VisCA

4. DEPT./BRANCH/DIVISION : DAC-FS

5. WORK STATION/PLACE OF WORK

VisCA, Baybay, Leyte

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.: 194,964.00

7b. OTHER COMPENSATION: ACA/PERA

VISCAB-AP4-37-1998

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor

9. WORKING PROPOSED TITLE

Asst. Professor

10. WAPCO CLASSIFICATION OF THIS POSITION

Asst. 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 attached additional sheets.

Percent of Working Time : DUTIES

80% : To teach chemistry courses in the College

10% : To participate in the planning and/or implementation of research and extension programs.

5% : To act as adviser to some student organizations

5% : To do other related activities assigned by the department head and colleagues.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, DAC-FS

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

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.

glasswares, grad. cylinder, UV-vis, Spectrophotometer, over head projector, etc

18. CONTRACT

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)

[]

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

14 FEBRUARY 2001

Date

FELIX M. SALAS

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.

Instruction, research & extension

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: 2 years of relevant experience; 8 hours 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.

15 February 2001

Date

ANDRESITO D. ACABAL - Head, DAC-FS

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN - President

Head of Agency

Date