

REPUBLIC OF THE PHILIPPINES

BC-030 Form No. 1

(POSITION DESCRIPTION FORM)

:1. NAME OF EMPLOYEE

: JANSALIN JACOB GLENN FLORA  
: (Family Name) (Given Name) (Middle Name)

2. 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

DAC-PS, VISCA

: Baybay, Leyte

6a. PRES. APPROP. :6b. PREV. APPROP.

:7a. SALARY P.A. :7b. OTHER COMPEN-  
: ACT/ BO 87 : ACT/ : SATION

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. 6-38 : ITEM NO.

: ACTUAL :  
: P38,760.00 : COLA

8. OFFICIAL DESIGNATION OF POSITION

:9. WORKING PROPOSED TITLE

Assistant Professor I

: Assistant Professor I

10. MAPCO CLASSIFICATION OF THIS POSITION

: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: 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.  
Teaching materials, typewriter, food chemistry laboratory apparatus, etc.

| 18. CONTACT      | Occasional                          | Frequent                            | 19. WORKING CONDITION     |                                     |
|------------------|-------------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| General Public   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Normal Working Condition  | <input checked="" type="checkbox"/> |
| Other Agencies   | <input type="checkbox"/>            | <input type="checkbox"/>            | Field Work                | <input type="checkbox"/>            |
| Supervisors      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Field Trips               | <input type="checkbox"/>            |
| Management       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Exposed to varied Weather | <input type="checkbox"/>            |
| Others (Specify) | <input type="checkbox"/>            | <input type="checkbox"/>            | Others (Specify)          | <input type="checkbox"/>            |

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

9/26/89 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 BS 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.  
9/22/89 Date  
PACIFIC A. MILAN - Dir. of Instruction Signature and Title of Immediate Supervisor

25. APPROVED:  
Sept 22/89 Date  
VICENT A. GUTON Head of Agency