

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. LEVY./BRANCH/DIVISION

Agricultural Chemistry

6a. PRES. APPROP.

ACT/ BP Big. 40

BOARD RES./

ORD. NO.

ITEM NO. 31(8)

6b. PREV. APPROP.

ACT/ BP Big. 1

BOARD RES./

ORD. NO.

ITEM NO. 64(1)

1. NAME OF EMPLOYEE

JANSALIN

JACOB GLENN

FLORA

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY

7b. OTHER COMPENSATION

AUTHORIZED ₱11,328.00 p.a.

ACTUAL ₱11,328.00 p.a.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor

9. WORKING OR PROPOSED TITLE

Assistant Instructor

10. WAPJO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

7th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of:

Working DUTIES

Time

50%

1. Teaches Chemistry subjects in the First and Third year college students and Agricultural Science IV High School students.

20%

2. Prepares laboratory/lecture manuals and other materials needed in the subjects. Incharge of laboratory equipments and supplies.

10%

3. Checks test papers, laboratory reports, assignments and other reports submitted by the students.

10%

4. Performs remedial instruction as the need arises. Performs other tasks assigned to him by the superior from time to time.

10%

5. Checks thesis and gives advises to students doing thesis work.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Acting Head, Dept. of Agricultural Chemistry 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.

Chemicals glasswares, laboratory equipments and other teaching aids.

18. CONTACTS : 19. WORKING CONDITION

	Occasional	Frequent
General Public	1	1
Other Agencies	1	1
Supervisors	1	1
Management (students)	1	1
Others (Specify)	1	1

Normal Working Condition	1
Field Work	1
Field Trips	1
Exposed to varied Weather	1
Others (Specify)	1

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

10-10-80
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 in Agricultural Chemistry.

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 other requirements
Experience: 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.

10-10-80

Date

ERLINDA B. LANDERITO - Acting Head, Dept. of Ag. Chem.

Signature and Title of Immediate Supervisor

25. APPROVED:

10-18-80

Date

F. A. BERNARDO

Head of Agency