

REPUBLIC OF THE PHILIPPINES

BC-330 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DACFS, VISCA

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

ACT/ RA 6831 : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. 78-12 : ORD. NO.

ITEM NO. 78-12 : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor II

10. WALCO CLASSIFICATION OF THE POSITION

Assistant Professor II

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

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

70% : 1. Teaches general and major chemistry courses.

10% : 2. Conducts ecology research.

10% : 3. Acts as thesis adviser.

5% : 4. Writes research proposal and syllabi.

5% : 5. To do other jobs as may be assigned by the Dept. head.

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

Director of Instruction

Vice-President for Academic Affairs

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.

Typewriter, equipment or apparatus in food chemistry laboratory

18. CONTACT

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

Management

Others (Specify)

X

X

19. WORKING CONDITION

Normal Working Condition

X

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

6/12/91

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: MS degree with specific area of specialization plus

Experience: other requirements 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.

Je 17, 1991

Date

CANDELARIO L. CALIBO - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

M. R. VILLANUEVA

Head of Agency

Date