

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. DEPT./BRANCH/DIVISION

Ag. Chemistry & Food Science

6a. PRES. APPROP.

ACT/BP Blg. 640

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP.

ACT/BP Blg. 230

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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

90%

1. Teaches Agricultural Chemistry courses.

10%

2. Performs other functions which may be assigned by the Dept. Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 Head, Dept. of Ag. Chemistr & Food Science 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, alcohol lamp, graduated cylinder, balance, water bath, bunsen burner, etc.

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

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

APRIL 1, 1985

Date

Felix N. Salas

FELIX N. SALAS
 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 Agricultural 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
 Experience: 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.

April 2, 1985

Date

Lydia A. Rana

Signature and Title of Immediate Supervisor

25. APPROVED:

4/2/85

Date

James S. Go
 Head of Agency