

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 UNIVERSITY		3. BUREAU OR OFFICE Department of Pure & Applied Chemistry	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. <i>ULSCAP-APR04-2-2004</i>		7a. SALARY P.A.: <i>P356,208.00</i> 7b. OTHER COMPENSATION: <i>P24,000.00</i>	
8. OFFICIAL DESIGNATION OF POSITION ASSOC PROFESSOR <i>U</i>		9. WORKING PROPOSED TITLE ASSOC PROFESSOR	
10. WAPCO CLASSIFICATION OF THIS POSITION ASSOC 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: D U T I E S			
1. 90% Teaches general and major chemistry subjects. 2. 5% Acts as academic adviser of chemistry students and adviser to some student organization. 3. 5% Performs other duties that may be assigned by the department head.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">CAS DEAN</div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center;">NA</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Laptop DLP, OHP, balances, glasswares, et al																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		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) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> October 19, 2009 <hr style="width: 20%; margin: 0 auto;"/> Date </div> <div style="text-align: center;"> FELIX M. SALAS <hr style="width: 20%; margin: 0 auto;"/> Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Instruction, Research & Extension																			
22. Describe briefly the general function of the position. To teach general and major 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: Experience:																			
23b. Licenses or certificates required to do this work, if any. NA																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> October 19, 2009 <hr style="width: 20%; margin: 0 auto;"/> Date </div> <div style="text-align: center;"> CANDELARIO L. CALIBO, DoPAC Head <hr style="width: 20%; margin: 0 auto;"/> Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 20%; margin: 0 auto;"/> Date </div> <div style="text-align: center;"> JOSE L. BACUSMO, President <hr style="width: 20%; margin: 0 auto;"/> Head of Agency </div> </div>																			