

REPUBLIC OF THE PHILIPPINES

EC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

Agricultural Chemistry

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

ACT/ : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

: 1. NAME OF EMPLOYEE

: SALAS FELIX M
(Family Name) (Given Name) (Middle Name)

: 3. BUREAU OR OFFICE

VisCA

: 5. WORK STATION/PLACE OF WORK

VisCA

Baybay, Leyte

: 7a. SALARY P.A. P42,480 : 7b. OTHER COMPEN-

: AUTHORIZED : SATION

: ACTUAL

: 9. WORKING PROPOSED TITLE

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

Instruction

: 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 :

80%

1. To teach general and major chemistry courses

15%

2. To conduct and participate in the planning and/or
implementation of research and extension programs

5%

3. To do other related activities assigned by the department head
and colleagues.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Head, DAC-FS : 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).

Richard Balaresia - Science Aide -

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

pH meter	Analytical balance	Eraser
UV-Vis Spectrophotometer	AAS(Atomic Absorption Spectrophotometer)	Books/manuals
Oven		Glasswares

18. CONTACT : 19. WORKING CONDITION

General Public	Occasional	Frequent	Normal Working Condition
Other Agencies	: ✓ :	: :	Field Work
Supervisors	: ✓ :	: ✓ :	Field Trips
Management	: ✓ :	: :	Exposed to varied Weather
Others (Specify)	: ✓ :	: :	Others (Specify)

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

March 11, 1994
Date


FELIX M. SALAS
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Instruction

22. Describe briefly the general function of the position.

Instruction and Research

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).

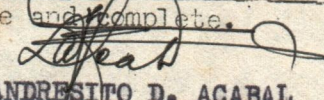
Education: completion of 4 years in college
Experience: teaching

23b. Licenses or certificates required to do this work, if any.

NA

24. I hereby certify that the above answers are accurate and complete.

March 15, 1994
Date


ANDRESITO D. ACABAL
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


SAMUEL S. GO
Head of Agency