

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

RAMAL ALLAN A.

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DAC-FS, VISCA

4. DEPT./BRANCH/DIVISION
DAC-FS, VISCA

5. WORK STATION/PLACE OF WORK
VISCA

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.: P108,000

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION
Instructor

9. WORKING PROPOSED TITLE
Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION
Instructor

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 : DUTIES

90% : To teach general chemistry courses
5% : To act as Coordinator for chemistry laboratory
5% : To do other related activities assigned by the department
head and colleagues.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.
bunsen burners, glasswares, AA, UV-vis, projector, etc.

18. CONTRACT

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)

[]

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

Oct. 30, 2000

Date

ALLAN A. RAMAL

Signature of Employee

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

Instruction, research & extension

22. Describe briefly the general function of the position.

Instruction

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 BS degree

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.

30 October 2000

Date

ANDRESITO D. ACATIL - Head, DAC-FS

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN President

Head of Agency

Date