

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 11
(Position Description Form)

NAME OF EMPLOYEE
LORENTO MA. TERESA P.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

3. BUREAU OR OFFICE

Visayas State College of Agriculture

Ag. Chemistry & Food Science

4. DEPT./BRANCH/DIVISION
Ag. Chemistry & Food Science

5. WORK STATION/PLACE OF WORK
VisCA, Baybay

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

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

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor

9. WORKING PROPOSED TITLE

Asst. Professor

10. WAPCO CLASSIFICATION OF THIS POSITION

Asst. 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 :

DUTIES

- 80% : 1. To teach general and major chemistry courses
- 10% : 2. To conduct and participate in the planning and/or implementation of research and extension programs
- 5% : 3. To act as thesis adviser to BSAC students
- 5% : 4. To do other related activities assigned by the department head and colleagues.

[Signature]

[Signature]

President

APPROVAL

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)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
glasswares, balances, UV-vis Spectrophotometer, 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.

Date

MA. TERESA P. LORETO

Signature of Employee

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

Instruction, research and 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 MS degree

Experience:

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

ANDRESITO D. ACABAL - Head, DAC-FS

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN - President

Head of Agency