

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
Dept. of Ag. Chemistry & Food Science

6a. PRES. APPROP. : 6b. PREV. APPROP
ACT/ : ACT/
BOARD RES./ : BOARD RES./
ORD. NO. 7-21 : ORD. NO.
ITEM NO. : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

1. NAME OF EMPLOYEE

JANSALIN JACOB GLENN F.

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

P18,636.00

ACTUAL

COLA

9. WORKING OR PROPOSED TITLE

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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:

Working
Time

80% : Instruction

10% : Thesis advising

10% : Others



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Head, Dept. of Ag. Chemistry & Food Science

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.

18. CONTACTS : 19. WORKING CONDITION

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

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

JACOB GLANN F. JANSALIN

Date 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 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: BS degree with specific area of specialization plus other requirements per QS of the College.

Experience:

23b. Licenses or certificates required to do this work, if any.
None

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

June 18, 1986
Date

LYDIA A. GLORIA, Ph.D.-Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA
Head of Agency