

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

1. NAME OF EMPLOYEE

RAMAL

ALLAN

ABENOJA

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

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION

Ag. Chemistry & Food Science

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

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

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

LS

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱50,980.00

ACA/PERA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

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  
Working Time

D U T I E S

70%

1. To teach Chemistry courses in College;

10%

2. To act as adviser to some student organizations;

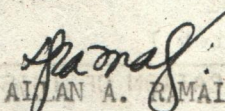
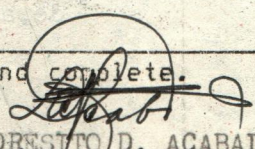
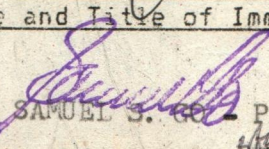
15%

3. To perform department committee/work/ responsibilities;

5%

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



<div>14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head</div>		<div>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director of Instruction</div>																															
<div>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) None</div>																																	
<div>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Laboratory apparatus, glasswares, etc.</div>																																	
<div>18. CONTACT</div> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th></th><th style="width:25%;">Occasional</th><th style="width:25%;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">X</td><td></td></tr><tr><td>Other Agencies</td><td style="text-align: center;">X</td><td></td></tr><tr><td>Supervisors</td><td></td><td style="text-align: center;">X</td></tr><tr><td>Management</td><td style="text-align: center;">X</td><td></td></tr><tr><td>Others (Specify)</td><td></td><td></td></tr></tbody></table>			Occasional	Frequent	General Public	X		Other Agencies	X		Supervisors		X	Management	X		Others (Specify)			<div>19. WORKING CONDITION</div> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th></th><th style="width:25%;"></th></tr></thead><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">X</td></tr><tr><td>Field Work</td><td></td></tr><tr><td>Field Trips</td><td></td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Others (Specify)</td><td></td></tr></tbody></table>				Normal Working Condition	X	Field Work		Field Trips		Exposed to Varied Weather		Others (Specify)	
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<div>20. I CERTIFY that the above answers are accurate and complete.</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div>11/4/94</div><div>Date</div></div><div style="width: 45%; text-align: center;"><div></div><div>AIDAN A. RAMAL</div><div>Signature of Employee</div></div></div>																																	
<div>21. Describe briefly the general function of the Unit or Section. To provide instruction, research &amp; extension services.</div>																																	
<div>22. Describe briefly the general function of the position. To provide instruction in Ag. Chemistry courses.</div>																																	
<div>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).</div> <div style="margin-top: 10px;"><div>Education: BS degree with specific area of specialization plus other requirements of the College.</div><div>Experience: none</div></div>																																	
<div>23b. Licenses or certificates required to do this work, if any. one</div>																																	
<div>24. I HEREBY CERTIFY that the above answers are accurate and complete.</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div>Nv. P. 1994</div><div>Date</div></div><div style="width: 45%; text-align: center;"><div></div><div>ANDRESITO D. ACABAL-Dept. Head</div><div>Signature and Title of Immediate Supervisor</div></div></div>																																	
<div>25. APPROVED:</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div></div><div>Date</div></div><div style="width: 45%; text-align: center;"><div></div><div>SAMUEL S. CO - President</div><div>Head of Agency</div></div></div>																																	