

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

DAC-FS , LSU

Visayas State College of Agriculture

3. BUREAU OR OFFICE

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

DAC-FS

5. WORK STATION/PLACE OF WORK

LSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LS

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.: P 134.004.00

7b. OTHER COMPENSATION:
PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor I

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%

1) To teach general & major chemistry courses

10%

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

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Head, DAC-FS

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Instructor

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
NA

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Overhead Projector, balances, glasswares, etc.

18. CONTRACT

Occasional Frequent

00. 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.

October 1, 2001

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.

To teach general & major chem subjects

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: Bachelor's degree in the area of specialization.

Experience: None required.

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

NA

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

Date

ERLINDA O. LANDERITO - Head, DAC-FS

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN - President, LSU

Head of Agency