

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

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

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor

10. WAPCO CLASSIFICATION OF THIS POSITION

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 : DUTIES
Working :
Time :

70% : To teach chemistry courses in college
20% : To participate in the planning and/or implementation of research program
5% : To perform department committee work/responsibilities
5% : To do other related activities assigned by the department head and colleagues.

1. NAME OF EMPLOYEE

SALAS (Family Name) FELIX (Given Name) M (Middle Name)

3. BUREAU OF OFFICE

DAC-FS, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

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

AUTHORIZED

ACTUAL

P77,832.00 : ACA - P 6,000
PERA - 6,000

9. WORKING PROPOSED TITLE

Asst. Professor

11. OCCUPATION GROUP TITLE
(leave blank)

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Head, Assoc Professor : 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. Richard L. Balaresia - Science Aid

17. MACHINES, EQUIPMENT, TOOLS, Etc. used regularly in performance of work.
Glasswares, balances, bunsen burner, gas chrom AAS, etc.

18. CONTACTS

	Occasional	Frequent
General Public	:	:
Other Agencies	:	:
Supervisors	:	:
Management	:	:
Others (specify)	:	:

19. WORKING CONDITION

Normal Working Condition	:
Field Work	:
Field Trips	:
Exposed to various weather	:
Others (specify)	:

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

7/10/95
Date

FELIX P. BALARESIA

Signature of Employee

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

Instruction

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 : M.S. Ag. Chemistry

Experience : 12 yrs.

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

NA

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

7/10/95
Date

ANDRESITO D. ACABAL

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO
Head of Agency