

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> LORETO MA. THERESA P. (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>3. BUREAU OR OFFICE</b> VSU	
<b>4. DEPT./BRANCH/DIVISION</b> PURE AND APPLIED CHEMISTRY		<b>5. WORK STATION/PLACE OF WORK</b> VSU	
<b>3a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. VLSCAB-AP2-14-1998	<b>7a. SALARY P.A.:</b> 209,100 <b>7b. OTHER COMPENSATION:</b> PERA/ACA	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Asst. Professor		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b> Asst. Professor		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]			
1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>3. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attach additional sheets.			
Percent of Working Time:			
DUTIES			
90%	1. To teach chemistry courses		
5%	2. To act as adviser of student thesis		
5%	3. To do other jobs that may be assigned by the dept. head		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, DoPAS

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, ODCI

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.

, bunsen burners, glasswares, pH meter, balance, computer, OHP

18. CONTACT

Occasional

Frequent

General Public

[ ]

[ ]

Other Agencies

[ ]

[ ]

Supervisors

[ ]

[ ]

Management

[ ]

[ ]

Others (Specify)

[ ]

[ ]

19. WORKING CONDITION

Normal Working Condition

Field work

[ ]

Field Trips

[ ]

Exposed to Varied Weather

Other's (Specify)

[ ]

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

10/16/07

Date

MA. THERESA P. LORETO

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 chemistry courses of the college

23.a. 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: Relevant masteral degree

Experience: 2 yrs of relevant experience, shs of relevant training.

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

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency