

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

1. NAME OF EMPLOYEE

RAMAL ALLAN A

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

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

2. BUREAU OR OFFICE

DAC-FS, VisCA

3. DEPT./BRANCH/DIVISION

DAC-FS, VisCA

5. WORK STATION//PLACE OF WORK

VisCA, Baybay, Leyte

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

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

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

P 50,880.00 ACA/PERA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

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 attach additional sheets.

Percent of
Working Time

D U T I E S

85%

To teach chemistry courses in the college.

10%

To perform department committee work/responsibilities and

5%

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

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

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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)

NA

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Bunsen burners, balances, glasswares, etc.

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	
Others (Specify)	

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

ALLAN A. RAMAL

Date

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: BSAG Chem

Experience: 2 years

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

NA

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

9 Oct. 1985

Date

ANDRESITO D. ACABAL- Head, DAC-FS

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO - President

Date

Head of Agency