

REPUBLIC OF THE PHILIPPINES

BC-CSS Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DAC-FS, VISCA

1. NAME OF EMPLOYEE

CALIBO

CANDELARIO

L.

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROV. RA 6831

ACT/

BOARD RES/

ORD. NO. 112-16

ITEM NO.

6b. PREV. APPROV.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED

ACTUAL ₱62,412.00

7b. OTHER COMPEN-
SATION

8. OFFICIAL DESIGNATION OF POSITION

Asst Professor III

9. WORKING PROPOSED TITLE

Asst Professor III

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: DUTIES ---

Working :
Time :

70%

1. Teaches general and major chemistry courses;

10%

2. Conducts ecology research;

10%

3. Acts as thesis adviser;

5%

4. Writes research proposal and syllabi;

5%

5. To do other job as may be assigned by the Dept. head.

1126
14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Typewriter, equipment or apparatus in food chemistry laboratory

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	:	:	Normal Working Condition	:
Other Agencies	: X :	:	Field Work	: X :
Supervisors	: X :	:	Field Trips	:
Management	:	: X :	Exposed to varied Weather	:
Others (Specify)	:	: X :	Others (Specify)	:

I CERTIFY that the above answers are accurate and complete.

6/3/92
Date

JACOB GLEN F. JANSALIN
Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Chemistry courses.

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:

Experience: MS degree with specific area of specialization plus other requirements per QS of the College

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

None

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

Date

CANDELARIO L. CALIBO - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA
Head of Agency

Renewal 7-1-92