

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RAMAL , LAAN ABENOJA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE DAC-ES, VISCA	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: ₱97,416.00 7b. OTHER COMPENSATION: ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE Instructor	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor		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			
95 %	To teach chemistry course of the college.		
5%	To do other jobs as may be assigned by the dept head and colleagues.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	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) none	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. glasswares, bunsen burner, overhead projector, etc.	
18. CONTRACT	19. WORKING CONDITION
General Public	Normal Working Condition
Other Agencies	Field Work
Supervisors	Field Trips
Management	Exposed to Varied Weather
Other (Specify)	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: 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. Oct. 8, 1987 Date ANDRESITO D. ACABAL - Head, DAC-FS Signature and Title of Immediate Supervisor SAMUEL S. GO - President Date Head of Agency	