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| 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 UNIVERSITY | | 3. BUREAU OR OFFICE Department of Pure & Applied Chemistry | |
| 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. LS | | 7a. SALARY P.A.: P 182,172.00 7b. OTHER COMPENSATION: | |
| 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 | |
| 1. 90% Teaches general and major chemistry subjects. 2. 5% Acts as academic adviser of chemistry students. 3. 5% Performs other duties that may be assigned by the department head. | | | |

CANTILARIO I. CALIBO, Head, DOBAC
 Signature and Title of Immediate Supervisor

JOSE I. BACUSMO, President

Head of Agency

Date

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Head, DoPAC</div> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">CAS Dean</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|--|--------------------------|-----|------------|-----|-------------|-----|---------------------------|-----|------------------|-----|
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center;">None</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Bunsen burners, glasswares, OHP, computer, etc | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table> | | Occasional | Frequent | General Public | [] | [] | Other Agencies | [] | [] | Supervisors | [] | [] | Management | [] | [] | Other (Specify) | [] | [] | 19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table> | Normal Working Condition | [] | Field Work | [] | Field Trips | [] | Exposed to Varied Weather | [] | Others (Specify) | [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other (Specify) | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>November 3, 2008</u> Date </div> <div style="text-align: center;"> ALLAN A. RANAL Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Instruction, Research & Extension</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <div style="text-align: center;">Instruction</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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). <div style="margin-top: 10px;"> Education: B.S. degree in the area of specialization Experience: 1 yr. of relevant experience; 4 hrs. of relevant training. </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Nov 5, 2008</u> Date </div> <div style="text-align: center;"> CANDELARIO L. CALIBO, Head, DoPAC Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> JOSE L. BACUSMO - President Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |