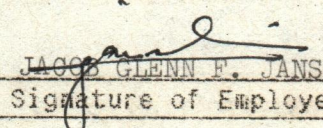
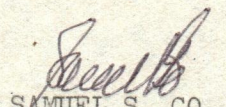


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE JANSALIN JACOB GLENN F. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE DAC-FS, VISCA	
4. DEPT./BRANCH/DIVISION		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.: P110,136 7b. OTHER COMPENSATION: ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION Asso Professor		9. WORKING PROPOSED TITLE Asso Professor	
10. WAPCO CLASSIFICATION OF THIS POSITION Asso Professor		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			
80%	:	Teaches general and major chemistry courses;	
10%	:	Acts as thesis adviser;	
10%	:	To do other job as may be assigned by the Department Head.	

NF

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Head/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) none																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Thin layer chromatography, gas chrom, AAS, etc.																													
18. CONTRACT <table style="width: 100%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">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%;"><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. <u>11/28/96</u> Date  JACOB GLENN F. JANSALIN Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Teaching 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: MS Ag Chem Experience: 18 yrs																													
23b. Licenses or certificates required to do this work, if any. none																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>29 Nov. '96</u> Date  ANDRESITO D. ACABAL - Head, DAC-FS Signature and Title of Immediate Supervisor																													
25. APPROVED: <u> </u> Date  SAMUEL S. GO Head of Agency																													