REPUBLIC OF THE PHILIPPINES 1. NAME OF EMPLOYEE BC_CSC Form No. 1 (FAMILY NAME) FLORA (POSITION DESCRIPTION FORM) MIDDLE NAME DEPARTMENT, CORPORATION OR AGENCY/ 3. BUREAU OR OFFICE LOCAL GOVERNMENT Visavas State College of Agriculture 4. LET./BRANCH/DIVISION 5. WORK STATION PLACE OF ORK Agricultural Chemistry Baybay, Leyte PRES. APPROP. :6b. PREV. APPROP. 7a. SALARY ACT/ BP Blg. 40 BOARD RES. / AUTHORIZED P12,516.00 ORD. NO. ORD. NO. ACTUAL P12,516.00: ITEL NO. 35(8) ITEM NO. 31(8) OFFICIAL DESIGNATION OF POSITION 9. WORKING OR PROPOSED TO Assistant Instructor Assistant Instructor IO. WAFLD CLASSIFICATION OF THIS POSITION 11. OCCUPATIONAL GROUP (leave blank 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY CITY PROVINCE 3rd 4th 5th 6th STATEMENT OF BUTLES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. Percent of; Working DUTIES Time 50% Teaches Chemistry subjects in the College. Prepares laboratory/lecture manuals and other materials needed in the 20% subjects. In-charge of laboratory equipments and supplies. 10% Checks test papers, laboratory reports, assignments and other reports submitted by the students. Checks thesis and gives advises to students doing thesis work. 10% 10% Performs remedial instruction as the need arises. Performs other tasks assigned to him by the superior.

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TO POSITION TITLE OF IMPEDIATE SUPERVISOR 15	POSITION TITLE OF NEXT HIGHER SUPERVISOR
Acting Head, Dept. of Ag. Chemistry	Director of Instruction
16. MAMES TITLES and ITEM NOS. OF THOSE YOU DIRECT	the state of the s
only by their item nos, and titles).	ALCIALONE CONTRACTOR
None	The second secon
1- MACHINES EQUIPMENT, TOOK it, used regularly in performance of work.	
Chemicals, glasswares, laboratory equipments and other teaching aids.	
	WORKING CONDITION
Occasional. Frequent	TE AUTO 35(6), A TEM NA 31(
General Public	Normal Working Condition
Supervisors	Field Trips
Management 11	Expessed to varied Weather
Others (Specify) : :	Others (Specify)
20. I CERTIFY that the above answers are accurate	and complete.
lo la Rain YIII	JACOB GLENN F. JANSALIN
Date	Signature of Employee
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_21. Describe briefly the general function of the U	nit or Section.
To provide instruction, research and extension in Agricultural Chemistry.	
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