

(POSITION DESCRIPTION FORM)

3. BUREAU OR OFFICE

Baybay, Leyte

5/6 COMPENSATION

AUTHORIZED #10 516 00

ACTUAL P10 516.00

ACU OAL P12,516.00:

9. WORKING OR PROPOSED

Assistant Instructor

: 11. OCCUPATIONAL GROUP

(leave blank)

PROVINCE

6th

Time

1. Teaches Chemistry subjects in the College.

2. Prepares laboratory/lecture manuals and other materials needed in the subjects. In-charge of laboratory equipments and supplies.

3. Checks test papers, laboratory reports, assignments and other reports submitted by the students.

4. Checks thesis and gives advises to students doing thesis work.

5. Performs remedial instruction as the need arises. Performs other tasks assigned to him by the superior.



1. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Acting Head, Dept. of Ag. Chemistry

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, TOOL t. used regularly in performance of work.

Chemicals, glasswares, laboratory equipments and other teaching aids.

18. CONTACTS

19. WORKING CONDITION

Occasional Frequent

General Public	Occasional	Frequent
Other Agencies	Occasional	Frequent
Supervisors	Occasional	Frequent
Management	Occasional	Frequent
Others (Specify)	Occasional	Frequent

Normal Working Condition	X
Field Work	
Field Trips	
Exposed to varied Weather	
Others (Specify)	

20. I CERTIFY that the above answers are accurate and complete.

10/1/8  
Date

JACOB GLENN F. JANSALIN

Signature of Employee

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

To provide instruction, research and extension in Agricultural Chemistry.

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: BS degree with specific area of specialization plus other requirements per QS of the College.

b. Licenses or certificates required to do this work

None

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

10-8-81  
Date

OSCAR D. MONERA, Acting Head, Dept. of Ag. Chemistry  
Signature and Title of Immediate Supervisor



25. APPROVED:

10/14/81  
Date

F. A. BERNARDO  
Head of Agency