

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 College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

5. WORK STATION//PLACE OF WORK

DAC-PS, VISCA
6a. PRES. APPROP. 6b. PREV. APPRO.
ACT/ RA 7180 ACT/
BOARD RES/ BOARD RES/
ORD. NO. ORD. NO.
ITEM NO. IS ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

42,480.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

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 attach additional sheets.

Percent of
Working Time

D U T I E S

85%

1. To teach chemistry courses in college.

5%

2. To act as adviser to some student organizations.

10%

3. To do other related activities assigned by the
department head and colleagues.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Department Head

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.
Laboratory glasswares, equipment, board, erasers, projector, etc.

18. CONTACT

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

19. WORKING CONDITION

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.

June 7, 1993 Date

ALLEN A. PICAL Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide instruction in ag. chemistry courses,

22. Describe briefly the general function of the position.
Teaches courses in agricultural chemistry.

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: BS degree w/ specific area of specialization plus

Experience: other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.
None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

June 14/93 Date

CANDELARIO L. CALIBO - Dept. Head Signature and Title of Immediate Supervisor

25. APPROVED:

M. R. VIDLANUEVA Head of Agency

Org 6-1-93 Date