

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ACABAL , ALICE M. (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 PURE & APPLIED CHEMISTRY		5. WORK STATION/PLACE OF WORK Department of Pure & Applied Chemistry	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. VISCAB-APR05-16-2014		7a. SALARY P.A.: P421,632.00 7b. OTHER COMPENSATION: ACA/PERA P2,000	
8. OFFICIAL DESIGNATION OF POSITION ASSOC PROFESSOR V		9. WORKING PROPOSED TITLE ASSOC PROFESSOR V	
10. WAPCO CLASSIFICATION OF THIS POSITION ASSOC PROFESSOR V		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 1. 80% Teaches general and major chemistry subjects 2. 10% Acts as co-study leader of a research project 3. 5% Acts as academic adviser of chemistry students & other student organizations 4. 5% Performs other duties that may be assigned by the department head ----- 100%			

04/18/2013  
2/13

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DoPAC Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CAS																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  NA																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, DLP, OHP, glasswares, balances, 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;">[ x ]</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	[ ]	[ x ]	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;">[ x ]</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	[ x ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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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;">             February 4, 2015              _____              Date           </div> <div style="text-align: center;">               ALICE M. ACABAI              _____              Signature of Employee           </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  Instruction, Research & Extension																													
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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: Relevant masteral degree, Experience: 3 yrs. of relevant experience; 16 hrs. of relevant training.																													
23b. Licenses or certificates required to do this work, if any.  NA																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">             11 Feb 2015              _____              Date           </div> <div style="text-align: center;">               JACOB GLENN F. JANSALIN, Head, DoPAC              _____              Signature and Title of Immediate Supervisor           </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">               JOSE L. BACUSMO, President, VSU              _____              Signature and Title of President           </div> </div>																													