

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CALIBO , CANDELARIO LUNA (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-PROF 2-20N	7a. SALARY P.A.: ₱ 64,760.00 7b. OTHER COMPENSATION: ACA/PERA ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION PROFESSOR II		9. WORKING PROPOSED TITLE ASSOC PROFESSOR IV	
10. WAPCO CLASSIFICATION OF THIS POSITION PROFESSOR II		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:			
DUTIES 75% 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) prepared teaching materials/guides b) conducts examination(mid/final/hour /quizzes) c) checks test papers and return 1 week after exam d) submits grade sheet and turn over class records 2 weeks after final examination 5% 2. Member in different committees 5% 3. Participates in the co-curricular activities 15% 4. Conducts research 100%			
I HEREBY CERTIFY that the above answers are accurate and complete.			
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR JOSE L. BACUNGO, President VSU			
DATE			

OP# 3496
4/10/15

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DoPAC		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)																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, DLP, OHP, glasswares, balances, etc																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[]</td></tr><tr><td>Management</td><td>[]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<table border="1"><tbody><tr><td>Normal Working Condition</td><td>[]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[]	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.		I CERTIFY that the above answers are accurate and complete.																													
April 8, 2015 Date		CANDELARIO L. CALIBO Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Instruction, Research & Extension																															
22. Describe briefly the general function of the position. To teach general and major chemistry subjects																															
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: 5 yrs of relevant experience; 22 hrs. of relevant training.																															
23b. Licenses or certificates required to do this work, if any. NA																															
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April 8, 2015 Date		JACOB GLENN F. JANSALIN Signature and Title of Immediate Supervisor																													
25. APPROVED:		JOSE L. BACUSMO, President, VSU Head of Agency																													