

REPUBLIC OF THE PHILIPPINES  
- BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

BINONGO SUZETTE BRAGAS  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DEPARTMENT OF AGRONOMY AND SOIL SCIENCE

4. DEPT./BRANCH/DIVISION

DEPT. OF AGRONOMY AND SOIL SCIENCE

5. WORK STATION/PLACE OF WORK

DEPT. OF AGRONOMY AND SOIL SCIENCE

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

₱ 116,016.00/YR

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR

9. WORKING PROPOSED TITLE

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 attached additional sheets.

Percent of  
Working Time :

DUTIES

90 %

To teach Soil Science courses

5%

Serves as academic adviser and class size controller  
during registration

5%

Conduct research and extension activities related to  
Soils and Soil Management.



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)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTRACT	Occasional	Frequent
General Public	[X]	[ ]
Other Agencies	[X]	[ ]
Supervisors	[ ]	[X]
Management	[ ]	[X]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[X]
Field Trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

Oct. 31, 2000

Date

H. Limingo  
Signature of Employee

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

Offers basic major courses of soil Science and conduct reasearch and extension and related to Soil and Soil Management

22. Describe briefly the general function of the position.

Handles Soil Science courses and conduct research and extension related activities.

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:

23b. Licenses or certificates required to do this work, if any.

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

RAQUEL C. SEROHJOS - Dept. Head

Signature and Title of Immediate Supervisor

                      
Date

25. APPROVED:

                      
Date

PACIENCIA P. MILAN  
Head of Agency