

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

SALAS

ROSARIO

ALGODON

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

HORTICULTURE

5. WORK STATION/PLACE OF WORK

LSU

243,816.00

6a. PRES. APPRO.

6b. PREV. APPRO.

7a. SALARY P.A.:

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO.

VISCAB-APRO1-4-2004

7b. OTHER COMPENSATION: **PERA/ACA**

24,000/annum

8. OFFICIAL DESIGNATION OF POSITION

Assoco. Prof. I

9. WORKING PROPOSED TITLE

Assoc. Prof. I

10. WAPCO CLASSIFICATION OF THIS POSITION

Assoo. Prof. I

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

60%

Teaching

- Teaches Hort 141 Lec & Lab. ; Hort 22 Lec & Lab; Hort 195
- Teaches Hort 200 and 300 level.

20%

Research

- Do research on Vegetable Crops
- VVG.011 - Study Leader
- Locally Grown Vegetable needs

10%

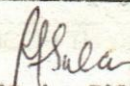
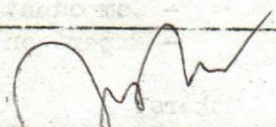
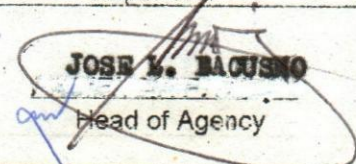
Extension

- Component leader - Vegetables
- Expert on call - Vegetables

10%

Others:

- Project In-charge University Vegetable Proje
- Division Head, Vegetable Crops Division

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p>Department Head, DOH</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p>College Dean</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only by their item nos. and titles) E.C. PEQUE, SRA; F. Chillo, P. Duran, R. Managbanag - Laborers</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p>computer, chalkboard and chalk, LCD, pens, etc.</p>																													
<p>18. CONTACT</p> <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/> x - Students</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> x - Students	<p>19. WORKING CONDITION</p> <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>9/19/08</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p> ROSARIO A. SALAS</p> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p>Teaching horticulture subjects and do research and extension work.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p>Teaches, research and extension work on horticultural crops especially vegetable crops.</p>																													
<p>23. a. 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).</p> <p>Education: Relevant masteral degree</p> <p>Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">none</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p> JOSE M. ALQUINO, JR.</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
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