

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Plant Breeding & Ag. Botany

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

Poliquit Rosalina Dialimas

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

3. BUREAU OR OFFICE

DPBAB, LSU

5. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

7b. OTHER COMPENSATION:

9. WORKING PROPOSED TITLE

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

70%

- Teaches Plant Breeding, Genetics and Ag. Botany courses;

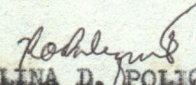
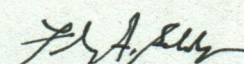

20%

- Handles research related to Plant Breeding & Ag. Botany;

10%

- conduct extension activities related to Plant Breeding & Botany.

100%

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Director of Instruction</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)</p> <p style="text-align: center;">None</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">microscope, glasswares, calculator, books, etc.</p>																													
<p>18. CONTACT</p> <table style="width: 100%; border-collapse: collapse;"> <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;">[]</td> <td style="text-align: center;">[/]</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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[/]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[/]	Other Agencies	[/]	[]	Supervisors	[]	[/]	Management	[]	[/]	Others (Specify)	[]	[/]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[/]</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>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[/]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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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>11/28/01</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p> ROSALINA D. POLIQUIT Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">To provide instruction, research and extension services in the field of Plant Breeding, Genetics and Ag. Botany.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">To provide instruction in Ag. Botany, Genetics and Plant Breeding courses.</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: MS degree with specific area of specialization plus other requirements per QS of the College.</p> <p>Experience: None</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><u>11/29/2001</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p> FLORENCIO A. SALADAGA - OIC, DPBAB Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED</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> PACIENCIA P. MILAN Head of Agency</p> </div> </div>																													