

Republic of the Philippines

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR
AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

1. NAME OF EMPLOYEE

QUINONES CECILLE MARIE O.
(Family Name) (Give Name) (M.I.)

3. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

4. DEPARTMENT/BRANCH/DIVISION

SOIL SCIENCE

5. WORK STATION/PLACE OF WORK

OFFICE/LABORATORY AND CLASS ROOMS

6a. PRES.
APPROP. ACT

BOARD RES.
ORD. NO.
ITEM NO.

6b. PREV.
APPROP. ACT

BOARD RES.
ORD. NO.
ITEM NO.

7a. SALARY
AUTHORIZED

Salary Grade 12

ACTUAL

7b. OTHER
COMPENSATION

8. OFFICIAL DESIGNATION OF THIS
POSITION

Instructor I

9. WORKING OR PROPOSED TITLE

10. OCPC CLASSIFICATION OF THIS
POSITION

11. OCCUPATIONAL GROUP TITLE
(LEAVE BLANK)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS
CLASS

MUNICIPALITY ()

CITY ()

PROVINCE ()

1ST

2ND

3RD

4TH

5TH

6TH

7TH

()

()

()

()

()

()

()

13. STATEMENT OF DUTIES AND RESPONSIBILITIES
(If more space is needed, please attach additional sheets)

Percent of
Working

Duties

60 %

To teach basic and major courses in Soil Science and related fields

25%

To conduct research in soils and soil management

10%

To conduct extension activities and related functions

5%

Involvement in University and College-assigned tasks/assignment

09/10/15
11/24

14. POSITION OF IMMEDIATE
SUPERVISOR
Department Head

15. POSITION OF NEXT HIGHER
SUPERVISOR
College Dean

16. NAMES, TITLES AND ITEM NUMBERS OF THESE YOU DIRECTLY SUPERVISE
(If more than seven (7), list only by their item numbers and titles)
Students, local people of the community

17. MACHINES, EQUIPMENTS, TOOLS, ETC. USED REGULARLY IN PERFORMANCE OF
WORK
**Computers, laboratory chemicals, LCD, chalk board, lab machines (spectrophotometer,
fumehood etc.)**

18. CONTACTS	OCCASSIONAL	FREQUENT	19. WORKING CONDITION
General Public	()	(x) students	Normal Working Condition (x)
General Agencies	(x)	()	Field Work (x)
Supervisors	()	(x)	Field Trips ()
Management	()	(x)	Exposed to varied weather ()
Others(specify)	()	()	Others(specify) (laboratory)

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

27 October 2015
D a t e

CECILE MARIE O. QUINONES
Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE UNITS OR SECTION
**To be a leader in Instruction, Research and Extension in Agronomy and Soil Science in the
Philippines**

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION
**To teach undergraduate Soil Sciences courses and conduct research which are of agricultural and
environmental relevance**

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 qualification of the present incumbent. The item should
filled for all positions other than teaching).

EDUCATION : **Masteral degree in the field of specialization.**

EXPERIENCE :

ELIGIBILITY :

23b. LICENSE OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

24. I HEREBY certify that the above answers are accurate and correct.

27 October 2015
D a t e

SUZETTE B. LINA
Signature of Immediate Supervisor

25. APPROVED:

D a t e

EDGARDO E. TULIN
Head of Agency