

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE JADINA, BEATRIZ CUEVAS (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 (DASS)	
4. DEPT./BRANCH/DIVISION DASS		5. WORK STATION/PLACE OF WORK DASS	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P116,016.00	
		7b. OTHER COMPENSATION: none	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR		9. WORKING PROPOSED TITLE INSTRUCTOR	
10. WAPCO CLASSIFICATION OF THIS POSITION ASST. INSTR.		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			
85 %	:	1. Teaches Soil Science and Agronomy courses	
5	:	2. Thesis Advisement	
5	:	3. Conducts research on Soils and Soil Management	
5	:	4. Conducts extension activities related to Soils and Soil Management and performs other functions as the Department Head may assign.	

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) N/A			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. laboratory equipment(balances, oven, glasswares, etc), chalk board, chalk @ etc			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[x]	[]	Normal Working Condition [x]
Other Agencies	[x]	[]	Field Work [x]
Supervisors	[]	[x]	Field Trips []
Management	[]	[x]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete. December 10, 1998 Date BEATRIZ CUMVAS JADINA Signature of Employee			
21. Describe briefly the general function of the Unit or Section. Gives instruction in Soil Science basic and major courses; conducts research and extension activities related to Soils and Soil Management.			
22. Describe briefly the general function of the position. To handle basic and major courses in Soil Science; do research and extension activities related to Soils and Soil management.			
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: Bachelor's degree in the area of specialization Experience: Nonrequired			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. December 10, 1998 Date ALFREDO B. ESCASINAS - Department Head Signature and Title of Immediate Supervisor SAMUEL S. GO Head of Agency			
25. APPROVED: Date			