

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  
AGRONOMY AND SOIL SCIENCE

5. WORK STATION/PLACE OF WORK  
DASS

6a. PRES. APPRO. 6b. PREV. APPRO.  
ACT/ ACT/  
BOARD RES/ BOARD RES/  
ORD. NO. ORD. NO.  
ITEM NO. ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

ASSISTANT PROFESSOR I

9. WORKING PROPOSED TITLE

ASSISTANT PROFESSOR I

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

85 % : Teaches basic agronomy and basic and major courses in soil science;  
10 % : Serves as thesis adviser of soil science major, student research  
committee (SRC) member of soil science and agronomy major students  
and academic adviser of BSA students;  
5 % : Conducts research <sup>and extension activities</sup> related to Soils and Soil Management.  
100 %



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.  
ovens, pH meter, laboratory glasswares & other lab equipt., chalk, board, etc.

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.

November 23, 2001

Date

BEATRIZ CUEVAS JADINA

Signature of Employee

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

Offers Soil Science courses in the BSA degree program, conducts research and extension activities related to soils and soil management.

22. Describe briefly the general function of the position.

Handles courses in agronomy and soil science and conducts 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:

Experience:

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

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

Nov. 27, 2001

Date

RAQUEL CAPUNO SEROHIJOS

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

Date

Head of Agency