

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

DEPARTMENT OF AGRONOMY AND SOIL SCIENCE

1. NAME OF EMPLOYEE

JADINA BEATRIZ CUEVAS

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

3. BUREAU OR OFFICE

DASS, CA, LSU

5. WORK STATION/PLACE OF WORK

DASS, CA, LSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VIS-CAB-INST1-13-02

7a. SALARY P.A.: ₱ 159,600.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING PROPOSED TITLE

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

attach additional sheets.

Percent of

Working Time:

DUTIES

85 %

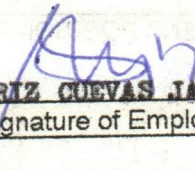
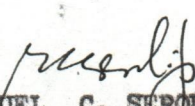
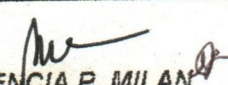
To handle basic and major courses in Soil Science and basic courses in agronomy;

10 %

To conduct research and extension activities related to Soils and Soil management;

5 %

To serve as thesis adviser to soil science majors and member of student research committee of soil science and agronomy majors; as adviser of student organizations.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;"><b>DEPARTMENT HEAD</b></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;"><b>COLLEGE DEAN</b></div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles) <b>N/A</b>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center;"><b>projector, chalkboard, laboratory equipment (pH meter, balances, evens, and etc.)</b></div>																													
18. CONTACT  <table style="width: 100%; border: none;"> <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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></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 checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION  <table style="width: 100%; border: none;"> <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 checked="" 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 checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
	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 checked="" type="checkbox"/>	<input type="checkbox"/>																											
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																											
Normal Working Condition	<input checked="" type="checkbox"/>																												
Field work	<input checked="" type="checkbox"/>																												
Field Trips	<input type="checkbox"/>																												
Exposed to Varied Weather	<input type="checkbox"/>																												
Other's (Specify)	<input type="checkbox"/>																												
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <b>September 30, 2004</b>              Date           </div> <div style="text-align: center;">   <b>BEATRIZ CUEVAS JADINA</b>              Signature of Employee           </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;"><b>To offer basic and major courses in Soil Science under the BSA degree program and conduct research and extension activities related to soils and soil management</b></div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;"><b>To handle basic and major courses in Soil Science and conducts research and extension activities related to soils and soil management.</b></div>																													
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).  Education: <b>Bachelor's degree <sup>relevant to</sup> <del>in the area</del> the job.</b> Experience: <b>1 year of relevant experience; 4 hours of relevant training.</b>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>RAQUEL C. SIROHIJOS</b>              Signature and Title of Immediate Supervisor           </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>PACIENCIA P. MILAN</b>              Head of Agency           </div> </div>																													