

REPUBLIC OF THE PHILIPPINES
 PG-OSC Form No. 1
 (POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
 JADENA BEATRIZ CUBVAS
 (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
 LOCAL GOVERNMENT
 VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE
 DASS, VISCA

4. DEPT. / BRANCH / DIVISION
 AGRONOMY AND SOIL SCIENCE

5. WORK STATION / PLACE OF WORK
 Baybay, Leyte

6a. PRES. APPROP.
 ACT/
 BOARD RES./
 ORD. NO.
 ITEM NO.

6b. PREV. APPROP.
 ACT/
 BOARD RES./
 ORD. NO.
 ITEM NO.

7a. SALARY P.A.
 AUTHORIZED
 ACTUAL

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION
 INSTRUCTOR

9. WORKING OR PROPOSED TITLE
 INSTRUCTOR

10. UPOCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

Teaches soil science courses	-	80 %
Conducts researches	-	10 %
Performs extension activities	-	5 %
Performs other functions as the Dept. Head may assign	-	5 %

2885

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
 Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 Director of Instruction

16. NAMES, TITLES AND EMP. NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their emp. nos. and titles)
 none

17. MACHINES, EQUIPMENT, TOOLS, ETC. used regularly in performance of work.
 chalk, blackboard overhead projector, laboratory equipment for soil and plant tissue analyses

18. CONTACTS	Frequency		19. WORKING CONDITION	Frequency	
	Occasional	Frequent			
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Normal Working Condition	<input checked="" type="checkbox"/>	
Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Work	<input checked="" type="checkbox"/>	
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to varied weather	<input type="checkbox"/>	
Management	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	

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

August 15, 1996
 Date


 BEATRIZ O. JADINA
 Signature of Employee

21. Describe briefly the general function of the Unit or Section.
 Handles soil science courses and conducts research on soil and soil management

22. Describe briefly the general function of the position.
 Teaches soil science courses and conducts research on soil and soil management

23. 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: BS Agriculture (Soil Science)

Experience: Teaching and research related to Soils and Soil Management

26. Licenses or certificates required to do the work, if any.


24. I hereby certify that the above answers are accurate and complete.

August 15, 1996
 Date


 PEDRO P. PASCUAL
 Signature and Title of Immediate Supervisor

25. APPROVED:

Date


 Head of Agency