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| <b>REPUBLIC OF THE PHILIPPINES</b><br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                                                                                                                      |                                                                                                                                                                  | 1. NAME OF EMPLOYEE<br><b>JADINA BEATRIZ OVEVAS</b><br><small>(Family Name) (Given Name) (Middle Name)</small> |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT<br><b>LEYTE STATE UNIVERSITY</b>                                                                                                                                                                                                                                                  |                                                                                                                                                                  | 3. BUREAU OR OFFICE<br><b>LSU</b>                                                                              |  |
| 4. DEPT./BRANCH/DIVISION<br><b>AGRONOMY AND SOIL SCIENCE</b>                                                                                                                                                                                                                                                                                |                                                                                                                                                                  | 5. WORK STATION/PLACE OF WORK<br><b>AGRONOMY AND SOIL SCIENCE</b>                                              |  |
| 6a. PRES. APPRO<br>ACT/<br>BOARD RES/<br>ORD NO                                                                                                                                                                                                                                                                                             | 6b. PREV. APPRO<br>ACT/<br>BOARD RES/<br>ITEM NO. <b>VISCAB-AP1-1-2001</b>                                                                                       | 7a. SALARY P.A.: <b>₱ 159,600.00</b><br><br>7b. OTHER COMPENSATION: PERA/ACA                                   |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><b>ASSISTANT PROFESSOR</b>                                                                                                                                                                                                                                                                           |                                                                                                                                                                  | 9. WORKING PROPOSED TITLE                                                                                      |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                  | 11. OCCUPATION GROUP TITLE<br><small>(leave blank)</small>                                                     |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]<br><div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div> |                                                                                                                                                                  |                                                                                                                |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.                                                                                                                                                                                                                                     |                                                                                                                                                                  |                                                                                                                |  |
| Percent of Working Time: <span style="margin-left: 100px;">DUTIES</span>                                                                                                                                                                                                                                                                    |                                                                                                                                                                  |                                                                                                                |  |
| <b>85 %</b>                                                                                                                                                                                                                                                                                                                                 | <b>To teach basic agronomy and basic and major courses in Soil Science</b>                                                                                       |                                                                                                                |  |
| <b>10 %</b>                                                                                                                                                                                                                                                                                                                                 | <b>To serve as Thesis Adviser to Soil Science major students and member of student research committee (SRC) of both soil science and agronomy major students</b> |                                                                                                                |  |
| <b>5 %</b>                                                                                                                                                                                                                                                                                                                                  | <b>To conduct research and extension activities related to soils and soil management.</b>                                                                        |                                                                                                                |  |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br>HUMAN RESOURCE MANAGEMENT OFFICER IV<br><b>DEPARTMENT HEAD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><b>DEAN, COLLEGE OF AGRICULTURE</b> |                                     |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|----------|----------------|-------------------------------------|--------------------------|----------------|-------------------------------------|--------------------------|-------------|--------------------------|-------------------------------------|------------|--------------------------|-------------------------------------|------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.<br><b>laboratory equipment(balances, pH meter, ovens, etc), projector, computer, chalk &amp; board</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |                                     |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| 18. CONTACT<br><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 checked="" 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 type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Management | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | 19. WORKING CONDITION<br>Normal Working Condition <input checked="" type="checkbox"/><br>Field work <input checked="" type="checkbox"/><br>Field Trips <input type="checkbox"/><br>Exposed to Varied Weather <input type="checkbox"/><br>Others (Specify) <b>Laboratory</b> <input checked="" type="checkbox"/> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Occasional                                                                          | Frequent                            |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/>                                                 | <input type="checkbox"/>            |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/>                                                 | <input type="checkbox"/>            |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/>                                                            | <input checked="" type="checkbox"/> |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>                                                            | <input checked="" type="checkbox"/> |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| Others (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>                                                            | <input type="checkbox"/>            |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| 20. I CERTIFY that the above answers are accurate and complete.<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <b>October 7, 2003</b><br/>             Date           </div> <div style="text-align: center;"> <br/> <b>BEATRIZ CORTAS JADINA</b><br/>             Signature of Employee           </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |                                     |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| 21. Describe briefly the general function of the Unit or Section<br><b>To offer basic and major courses in Soil Science as a major field in the BSA degree program; to conduct research and extension activities related to soils &amp; soil management.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |                                     |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| 22. Describe briefly the general function of the position.<br><b>To handle/teach basic and major courses in soil science and conduct research and extension activities related to soils and soil management.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                     |                                     |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| 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).<br>Education: <b>BS degree relevant to the job</b><br>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.<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <b>October 7, 2003</b><br/>             Date           </div> <div style="text-align: center;"> <br/> <b>RAQUEL C. SEONIJOS</b><br/>             Signature and Title of Immediate Supervisor           </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                     |                                     |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |
| 25. APPROVED<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             Date           </div> <div style="text-align: center;"> <br/> <b>PACIENCIA P. MILAN</b><br/>             Head of Agency           </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |                                     |          |                |                                     |                          |                |                                     |                          |             |                          |                                     |            |                          |                                     |                  |                          |                          |                                                                                                                                                                                                                                                                                                                 |