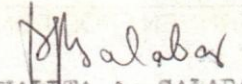
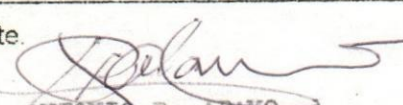
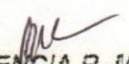


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|--|--|---|--|
| <b>REPUBLIC OF THE PHILIPPINES</b><br>BC-CSC Form No. 1<br>(Position Description Form)   |  | 1. NAME OF EMPLOYEE<br><b>SAIABAO , ANALITA A.</b><br><small>(Family Name) (Given Name) (Middle Name)</small> |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT<br><b>LEYTE STATE UNIVERSITY</b>   |  | 3. BUREAU OR OFFICE<br><b>LEYTE STATE UNIVERSITY</b>  |  |
| 4. DEPT./BRANCH/DIVISION<br><b>DEPARTMENT OF BUSINESS MANAGEMENT</b>   |  | 5. WORK STATION/PLACE OF WORK<br>   |  |
| 6a. PRES. APPRO.<br>ACT/<br>BOARD RES/<br>CRD NO.  | 6b. PREV. APPRO<br>ACT/<br>BOARD RES/<br>ITEM NO. <b>VISCAB-APRO1-3-2004</b> | 7a. SALARY P.A.: <b>P 222,120.00</b><br>7b. OTHER COMPENSATION: <b>PERA/ACA</b>                               |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><b>ASSOCIATE PROFESSOR III</b>  |  | 9. WORKING PROPOSED TITLE<br>   |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION<br>  |  | 11. OCCUPATION GROUP TITLE<br><small>(leave blank)</small>  |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input checked="" type="checkbox"/><br><div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st<br/>[ ]</div> <div>2nd<br/>[ ]</div> <div>3rd<br/>[ ]</div> <div>4th<br/>[ ]</div> <div>5th<br/>[ ]</div> <div>6th<br/>[ ]</div> </div> |  |   |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.  |  |   |  |
| Percent of Working Time : <b>DUTIES</b>  |  |   |  |
| <div style="margin-top: 20px;"> <b>50%</b>    Teaches agribusiness management and economics courses<br/> <b>25%</b>    Conducts research and extension activities<br/> <b>25%</b>    Perform other duties that may be assigned by the department head         </div>   |  |   |  |



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| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><div style="text-align: center;"> <b>Department Head</b> </div>   | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><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>None</b>  |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.<br><div style="text-align: center;"> <b>Computer, Overhead projector</b> </div>   |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| 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;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table> |  | Occasional | Frequent | General Public | [ ] | [ ] | Other Agencies | [ ] | [ ] | Supervisors | [ ] | [X] | Management | [ ] | [ ] | Others (Specify) | [ ] | [ ] | 19. WORKING CONDITION<br><table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table> | Normal Working Condition | [ ] | Field work | [ ] | Field Trips | [ ] | Exposed to Varied Weather | [ ] | Other's (Specify) | [ ] |
|   | Occasional   | Frequent   |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| General Public  | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Other Agencies  | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Supervisors   | [ ]  | [X]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Management  | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Others (Specify)  | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Normal Working Condition  | [ ]  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Field work  | [ ]  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Field Trips   | [ ]  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Exposed to Varied Weather   | [ ]  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| Other's (Specify)   | [ ]  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| 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;"> <u>Dec. 6, 2005</u><br/>           Date         </div> <div style="text-align: center;"> <br/> <b>ANALITA A. SALABAO</b><br/>           Signature of Employee         </div> </div>  |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| 21. Describe briefly the general function of the Unit or Section.<br><div style="text-align: center;"> <b>Instruction, Research, Extension &amp; Production specialized in the field of Bus. Mgt.</b> </div>  |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| 22. Describe briefly the general function of the position.<br><div style="text-align: center;"> <b>Instruction, Research, Extension and Production</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).<br><div style="margin-top: 10px;">           Education: <b>Relevant masteral degree</b><br/>           Experience: <b>2 years of relevant experience; 8 hours of relevant training</b> </div>   |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |
| 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;"> <u>Dec. 6, 2005</u><br/>           Date         </div> <div style="text-align: center;"> <br/> <b>ANTONIO P. ABANO</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;">           _____<br/>           Date         </div> <div style="text-align: center;"> <br/> <b>PACIENCIA P. MILAN</b><br/>           Head of Agency         </div> </div>  |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |     |            |     |             |     |                           |     |                   |     |