

Republic of the Philippines

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR
AGENCY/LOCAL GOVERNMENT

1. NAME OF EMPLOYEE

LINA

(Family Name)

SUZETTE

(Give Name)

B.

(M.I.)

VISAYAS STATE UNIVERSITY

VISAYAS STATE UNIVERSITY

4. DEPARTMENT/BRANCH/DIVISION

SOIL SCIENCE

5. WORK STATION/PLACE OF WORK

OFFICE/LABORATORY AND CLASS ROOMS

6a. PRES.
APPROP. ACT

BOARD RES.
ORD. NO.
ITEM NO.

6b. PREV.
APPROP. ACT

BOARD RES.
ORD. NO.
ITEM NO.

7a. SALARY
AUTHORIZED

Salary Grade 14

ACTUAL - P 406,308.00

7b. OTHER
COMPENSATION

P 24,000.00

ViSCAB-APRO1-5-2014

8. OFFICIAL DESIGNATION OF THIS
POSITION

INSTRUCTOR III

9. WORKING OR PROPOSED TITLE

ASSOCIATE PROFESSOR I

10. OCPC CLASSIFICATION OF THIS
POSITION

11. OCCUPATIONAL GROUP TITLE
(LEAVE BLANK)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS
CLASS

MUNICIPALITY ()

CITY ()

PROVINCE ()

1ST

2ND

3RD

4TH

5TH

6TH

7TH

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES

(If more space is needed, please attach additional sheets)

Percent of
Working

Duties

50 %

~~Relevant masteral degree~~
To teach basic, major and graduate courses in Soil Science and related fields
~~2 yrs. of relevant experience; 8 hrs. of relevant training.~~

35%

To conduct research/extension activities in soils and soil management

10%

To act as academic and research adviser of undergraduate and graduate students

5%

Involvement in University and College-assigned tasks/assignment

14. POSITION OF IMMEDIATE
SUPERVISOR
College Dean

15. POSITION OF NEXT HIGHER
SUPERVISOR
Vice-President for Academic Affairs

16. NAMES, TITLES AND ITEM NUMBERS OF THESE YOU DIRECTLY SUPERVISE
(If more than seven (7), list only by their item numbers and titles)
Students, local people of the community

17. MACHINES, EQUIPMENTS, TOOLS, ETC. USED REGULARLY IN PERFORMANCE OF
WORK
**Computers, laboratory chemicals, LCD, chalk board, lab machines (spectrophotometer,
fumehood etc.)**

| 18. CONTACTS | OCCASSIONAL | FREQUENT | 19. WORKING CONDITION |
|------------------|-------------|---------------------|--------------------------------------|
| General Public | () | (x) students | Normal Working Condition (x) |
| General Agencies | (x) | () | Field Work (x) |
| Supervisors | () | (x) | Field Trips () |
| Management | () | (x) | Exposed to varied weather () |
| Others(specify) | () | () | Others(specify) (laboratory) |

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

12/23/2014

D a t e


SUZETTE B. LINA
Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE UNITS OR SECTION
To be a leader in Instruction, Research and Extension in Soil Science in the Philippines

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION
**To teach undergraduate and graduate Soil Sciences courses and conduct research which are of
agricultural and environmental relevance**

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 qualification of the present incumbent. The item should
filled for all positions other than teaching).

EDUCATION : Relevant masteral degree

EXPERIENCE : 2 yrs. of relevant experience; 8 hrs. of relevant training.

ELIGIBILITY :

23b. LICENSE OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

24. I HEREBY certify that the above answers are accurate and correct.

D a t e


ANTONIA CECILIA Y. SANDOVAL
Signature of Immediate Supervisor

25. APPROVED:

D a t e


JOSE L. BACUSMO
Head of Agency