

REPUBLIC OF THE PHILIPPINES
BC-CSC FORM NO. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

RATILLA, BERTA CATINGAN
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

DASS

5. WORK STATION/PLACE OF WORK

V
VSU - Visco, Baybay, Leyte
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
COMPUTATION

3. OFFICIAL DESIGNATION OF POSITION

Associate Professor I

9. WORKING OR PROPOSED TITLE

10. WAPCO 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

70%

Instruction - Teaches Agronomy undergraduate and graduate courses.

20%

Research - Conducts research related to production and management of agronomic crops.

10%

Extension & Production - Serves as resource speaker/lecturer of seminars, and do production activities



14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DEPARTMENT HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
College Dean

15. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

16. MACHINES, EQUIPMENT, TOOLS, ETC. used regularly in performance of work.
computer, printer, books, etc.

18. CONTACTS

	Occasional	Frequent
General public	☒	☐
Other agencies	☐	☐
Supervisors	☐	☒
Management	☐	☐
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal working condition	☒
Field work	☐
Exposed to varied weather	☐
Field trips	☐
Others (Specify)	☐

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

Dec. 21, 2011
Date

Barita C. Batilla
Signature of employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research, extension and production services.

22. Describe briefly the general function of the position.

To teach Agronomy undergraduate and graduate courses & conduct researches

23a. Indicate the required qualification 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 position other than teaching).

Education: Relevant masteral degree.

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

23b. License or certificate required to do the work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Dec. 21, 2011
Date

VICTOR B. ASIO
Dept. Head & College Dean
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. SACUNO
Head of Agency