

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

3. BUREAU OR OFFICE

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DASS

LSU, Visca, Baybay, Leyte
Baybay, Leyte

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

6b. PREV. APPROP.
ACT/
BOARD RES./
ORD. NO.
ITEM NO. 15

7a. SALARY P.A.
P150,552.00
AUTHORIZED
ACTUAL

7b. OTHER
COMPUTATION

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor III

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

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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%

Conducts research related to production and management of agronomic crops

10%

Serves as resource speaker/lecturer of seminars, etc.

