

<p style="text-align: center;">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>	<p>1. NAME OF EMPLOYEE</p> <p style="text-align: center;"> LINA SUZETTE BINONGU </p> <p style="text-align: center;"> <small>(Family Name)</small> <small>(Given Name)</small> <small>(Middle Name)</small> </p>															
<p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</p> <p style="text-align: center;">Visayas State University, Baybay City, Leyte</p>	<p>3. BUREAU OR OFFICE</p> <p style="text-align: center;">DASS</p>															
<p>4. DEPT./BRANCH/DIVISION</p> <p style="text-align: center;">DASS</p>	<p>5. WORK STATION/PLACE OF WORK</p>															
<p>6a. PRES. APPRO. 6b. PREV. APPRO</p> <p> <small>ACT/</small> <small>ACT/</small> <small>BOARD RES/</small> <small>BOARD RES/</small> <small>ORD. NO.</small> <small>ORD. NO.</small> <small>ITEM NO.</small> <small>ITEM NO. INST 3-1862011</small> </p>	<p>7a. SALARY P.A.: 252,936.00</p> <p>7b. OTHER COMPENSATION: P 24,000.00</p>															
<p>8. OFFICIAL DESIGNATION OF POSITION</p> <p style="text-align: center;">INSTRUCTOR III</p>	<p>9. WORKING PROPOSED TITLE</p>															
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>	<p>11. OCCUPATION GROUP TITLE <small>(leave blank)</small></p>															
<p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">MUNICIPALITY []</td> <td style="text-align: center;">CITY []</td> <td style="text-align: center;">PROVINCE []</td> </tr> </table> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">2nd</td> <td style="text-align: center;">3rd</td> <td style="text-align: center;">4th</td> <td style="text-align: center;">5th</td> <td style="text-align: center;">6th</td> </tr> <tr> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		MUNICIPALITY []	CITY []	PROVINCE []	1st	2nd	3rd	4th	5th	6th	[]	[]	[]	[]	[]	[]
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<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>																
<p>Percent of : Working Time:</p>																
<p>D U T I E S</p>																
<div style="font-family: cursive; font-size: 1.2em;"> <p>80% - To teach basic and major courses in Soil Science</p> <p>10% - Conducts research in sago palm fertilization</p> <p>2% - Performs university assignment (College Secretary)</p> <p>3% - Involves in different University committees</p> <p>5% - Student advisorship (research & academic matters)</p> </div>																

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">College Dean</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Students (undergrad & grad)</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Lab chemicals, fumehood, ovens, VCD & chalkboard</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</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;">[X]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Other (Specify)	[X]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[X]</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>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>NOV. 10, 2011</u> Date </div> <div style="text-align: center;"> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Instruction, Research, Extension & Production</div>																													
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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 qualifications of the present incumbent. This item should be filled for all positions other than teaching). <div style="margin-top: 10px;"> Education: BS degree in the area of specialization Experience: 1 year of relevant experience </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">CERTIFICATE OF ELIGIBILITY</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>NOV. 10, 2011</u> Date </div> <div style="text-align: center;"> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> JOSE L. BACUSMO Head of Agency </div> </div>																													