

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LINA SUAREZ BINDO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION DASS		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. INST-2-2002	7a. SALARY P.A.: ₱ 18,428.00 7b. OTHER COMPENSATION: ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
80% : Teaching basic & major courses in Soil Science			
10% : Student thesis advising			
5% : Research - Nitrogen Fertilization of Sago Palm			
5% : Performing other department-based activities			

POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

College Dean

13. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles) Students

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Laboratory equipment, computer, lab. chemicals, chalkboard

CONTACT

	Occasional	Frequent
General Public	[1]	[1]
Other Agencies	[1]	[1]
Supervisors	[1]	[1]
Management	[1]	[1]
Others (Specify)	[1]	[1]

19. WORKING CONDITION

Normal Working Condition	
Field work	[1]
Field Trips	[1]
Exposed to Varied Weather	
Other's (Specify)	[1]

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

May 5, 2010

Date

[Signature]

Signature of Employee

Describe briefly the general function of the Unit or Section.

To provide instruction, research, production and extension services.

22. Describe briefly the general function of the position.

To teach undergraduate & graduate courses in Soil Science and conduct research on related fields.

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).

Education: B.S. degree in the area of specialization

Experience:

licenses or certificates required to do this work,

Civil Service Eligibility

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

12 May 2010

Date

VICTOR B. ASIO

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BRACUSMO
Head of Agency