

REPUBLIC OF THE PHILIPPINES

DC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

7. DEPT./BRANCH/DIVISION

Dept. of Agronomy and Soil science

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITAL NO.

6b. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITAL NO.

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR

10. LPOC CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

JADINA

BEATRIZ

MANTUA

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

DASS, VISCA

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

7b. OTHER COMPENSATION

9. WORKING OR PROPOSED TITLE

INSTRUCTOR

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

(%)

85

1. Teach Soil Science and agronomy courses

5

2. Thesis Advisement

5

3. Conducts research on soil and soil management

5

4. Conducts extension activities related to soils and soil management and performs other functions as the Dept. Head may assign.

100

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

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

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

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.

Sept 26, 1995

Date

BEATRIZ CUEVAS JADINA

Signature of Employee

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

To teach soil science courses both in the graduate and undergraduate levels and do research and extension works related to soils.

22. Describe briefly the general function of the position.

- Teach soil science courses in the undergraduate level
- Perform research and extension works relative to soil problem
- Do other functions as assign by the unit head or by the college

23. 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. Soil Science

Experience: None

24. Licenses or certificates required to do the work, if any.

None

24. I hereby certify that the above answers are accurate and complete.

Sept 26, 1995

Date

PEDRO P. PASCUAL

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency