

# REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Horticulture

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VITSEA-BK-4111-172005

1. NAME OF EMPLOYEE

BENITEZ

MARILOU

MANTE

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: P 147,408.00

7b. OTHER COMPENSATION: PERA/ACA

P24,000/a

3. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor I

11. OCCUPATION 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:

DUTIES

70%

Teaching horticulture subjects

- Teaches Hort 112

Hort 144

Hort 22

Hort 111

20%

Do extension works on Horticultural crops.

10%

Other routine works at the Postharvest Lab as Co-incharge.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head/Assoc. Prof.	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean College of Agriculture
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only by their item nos. and titles) Roland Managbanag

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
computer, overhead projector, chalk, blackboard, pens, calculator, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<input type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather <input checked="" type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students	Other's (Specify) <input type="checkbox"/>

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

July 23, 2007 Date

MARILYN M. BELARMINO Signature of Employee

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

Do research, teach Teaching Horticulture subjects and Extension work on horticultural crops.

22. Describe briefly the general function of the position.

Research, Teaching and extension works on horticultural crops.

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: MS graduate and other requirements per QS of the university

Experience: none required

23.b. Licenses or certificates required to do this work, if any.

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

July 23, 2007 Date

MARILYN M. BELARMINO  
Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIFICIA P. MILAN  
Head of Agency