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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LINA SUZETTE BINONGO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION AGRONOMY AND SOIL SCIENCE		5. WORK STATION/PLACE OF WORK OFFICE	
6a. PRES. APPRO ACT/ ☒ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS	7a. SALARY P.A. P 134,004.00 7b. OTHER COMPENSATION PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR		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 [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
85 % - To teach Agronomy & basic and major courses in Soil Science 10 % - To serve as thesis adviser of Soil Science major. 5 % - To conduct research and extension activities related to Soil Science and Soil Management			

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conduct research & extension activities related to soil science and soil management

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV Department Head	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)

Students and community people

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

Chalks, laboratory chemicals and equipments for plant and soil analyses

18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </table>		Occasional	Frequent	General Public	☒	☐	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☐	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☐</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>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </table>	Normal Working Condition	☒	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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20. I CERTIFY that the above answers are accurate and complete.

Oct. 1, 2003
 Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section **To offer basic and major courses in Soil Science as a major field in BSA degree program and conduct research and extension activities related to Soil and Soil Management.**

22. Describe briefly the general function of the position.
To teach basic Agronomy and basic and major courses in Soil Science and conduct research and extension activities related to Soil and Soil Management.

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: **BS degree in the area of specialization.**

Experience:

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

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

10/8/03
 Date

RAQUEL C. SEROHJOS
 Signature and Title of Immediate Supervisor

25. APPROVED

 Date

PACIENCIA P. MILAN
 Head of Agency