

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Agronomy & Soils Science

6a. PRES. APPROP.

ACT/ BF Big. 879

BOARD RES./

ORD. NO.

ITEM NO. LS

6b. PREV. APPROP.

ACT/ BF Big. 866

BOARD RES./

ORD. NO.

ITEM NO. LS

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

RATILLA

BERTA

CATINGAN

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

P22,728.00

COLA

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

80%

10%

5%

5%

1. Handles lecture and laboratory classes in agronomy;

2. Conducts PCARRD/VISCA funded researches;

3. Conducts extension work of the department;

4. Performs other functions which may be assigned by the Dept. Head.

19.1

Department Head

24

Director of Instruction

None

technical references, etc.

: 19. WORKING CONDITION

Normal Working Condition	: <u>X</u>
Field Work	: _____
Field Trips	: _____
Exposed to varied Weather	: _____
Others (specify)	: _____

May 5, 1987
Date

B. Ratilla
BERTA C. RATILLA

Signature of Employee

To provide instruction, research and extension services.

To handle lecture and lab classes in agronomy

Education : BS degree with specific area of specialization
plus other requirements per QS of the College

Experience:

None

May 5, 1907

RODOLFO G. ESCALADA

Signature and Title of Immediate Supervisor

Date _____

M. M. R. Villanueva
Head of Agency