

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

1. NAME OF EMPLOYEE

SALAS, ROSARIO ALGODON

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAP-APD-14-

7a. SALARY P.A.: 221,652.00

7b. OTHER COMPENSATION: PERA/ACA

2004 24,000.00

3. OFFICIAL DESIGNATION OF POSITION

Associate Professor I

9. WORKING PROPOSED TITLE

Associate Professor I

10. WAPCO CLASSIFICATION OF THIS POSITION

Associate Professor 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

[]

[]

[]

[]

[]

[]

3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of

Working Time:

DUTIES

70% : Teaching:

Teaches Horticulture subjects

- Hort 141

- Hort 22

- Hort 110

10% : Research:

Do research work as Study Leader of VVG.011

10% : Extension:

Production and distribution of vegetable seeds

10% : Others:

Project In-charge - Vegetable Project

Department Petty cashier

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Agriculture

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

E.C. Peque - SRA

F. Cabillo, P.C. Duran, R. Managbanag

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

chalk, chalkboard, computer, projector calculator, etc.

18. CONTACT

Occasional

Frequent

General Public

☒

☐

Other Agencies

☒

☐

Supervisors

☐

☒

Management

☐

☒

Others (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition ☒

Field work ☐

Field Trips ☐

Exposed to Varied Weather ☒

Other's (Specify) ☐

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

Sept. 17, 2007

Date

ROSARIO A. JULIAS

Signature of Employee

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

Instruction, research, extension works of horticultural crops

22. Describe briefly the general function of the position.

Teaching, research and extension work of vegetable 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: Relevant masteral degree

Experience: 2 yrs of relevant experience; 8 hrs. of relevant training.

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

none

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

Date

MARILYN M. BELARMINO

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BAGUISMO

Head of Agency