

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RATILLA, BERTA CATINGAN (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 DASS		5. WORK STATION/PLACE OF WORK LSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCAB-INST3-26-2004	7a. SALARY P.A.: P 165,612.00 7b. OTHER COMPENSATION: PERACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor III		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			

70% Teaching undergraduate and graduate courses in Agronomy (On study
 30% Conduct research and doing extension/production activities leave)

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN-CA

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.

books, pens, calculator, etc.

18. CONTACT

Occasional

Frequent

General Public

[4]

[]

Other Agencies

[4]

[]

Supervisors

[]

[]

Management

[]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

Field work

[X]

Field Trips

[]

Exposed to Varied Weather

Other's (Specify)

[]

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

Oct. 30, 2007

Date

BERTA C. RATTILA

Signature of Employee

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

2. Describe briefly the general function of the position.

To teach, conduct research and do extension/production activities in line of field of specialization

3.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: 1 yr. of relevant experience; 4 hrs. of relevant training.

3b. Licenses or certificates required to do this work, if any.

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

Oct. 30, 2007

Date

VICTOR B. ASTO

Signature and Title of Immediate Supervisor

Supervisor

5. APPROVED

Date

JOSE L. BACASMO

Head of Agency