

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

DASS

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

RATILLA, BERTA CATINGAN

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.:

152,500.-

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

VISCA-B-INST3-26-2004

WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor III

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

Instruction, research & extension

70% Teaching undergraduate and graduate courses in Agronomy (On Study  
30% Conduct Research and doing extension/production activities Leave)

MS degree in the area of specialization

1 yr. of relevant experience; A hrs. of relevant training.

VICTOR B. ARIO

Dept. Head

Oct. 31, 2005



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14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <b>Department Head</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <b>Dean-CA</b>																													
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.  <b>pens, etc.</b>																															
18. CONTACT <table style="width: 100%; border: none;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other Agencies</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table>			Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"><tbody><tr><td>Normal Working Condition</td><td></td></tr><tr><td>Field work</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Field Trips</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table>		Normal Working Condition		Field work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather		Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete.  <div style="text-align: center;"><u>10/27/2006</u> Date</div>		<div style="text-align: right;"><b>BERTA C. RATILLA</b> Signature of Employee</div>																													
21. Describe briefly the general function of the Unit or Section.  <b>Instruction, research &amp; extension.</b>																															
22. Describe briefly the general function of the position.  <b>To teach, conduct research and do extension/production activities in line of field specialization</b>																															
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: <b>BS degree in the area of specialization</b>  Experience: <b>1 yr. of relevant experience; 4 hrs. of relevant training.</b>																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="text-align: center;"><u>Oct. 31, 2006</u> Date</div>		<div style="text-align: right;"><b>VICTOR B. ASIO</b> Dept. Head  Signature and Title of Immediate Supervisor</div>																													
25. APPROVED  <div style="text-align: center;"><u>                    </u> Date</div>		<div style="text-align: right;"><b>PACIENCIA P. MILAN</b> Head of Agency</div>																													