

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1100

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY

1. NAME OF EMPLOYEE

MANGAOANG YOLANDA C.

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

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

Department of Pest Management

5. WORK STATION/PLACE OF WORK

LSU, Visca, Baybay, Leyte

5a. FRES. APPRO.

ACT/

BOARD RES/

CRD NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **VISCAB-AP2-3-1998**

7a. SALARY P.A.: **P 190,092.00**

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

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%

Teaches courses in Plant Pathology, Plant Protection and Microbiology.

10%

Conducts training on mushrooms, diagnosis and plant diseases as part of extension activities.

10%

Assists in the department's curricular activities and related activities.

10%

Act as student's research/thesis adviser and/or member of student research committee.

100%

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</div> | | | | | | | | | | | | | | | | | | |
|---|--|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|------------------|-----|-----|--|
| 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. <div style="text-align: center;">Microscopes, computer, typewriter</div> | | | | | | | | | | | | | | | | | | | |
| 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;">[]</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> </tbody> </table> | | 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) [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | |
| General Public | [] | [] | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [] | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | [] | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Dec. 5, 2005</u> Date </div> <div style="text-align: center;"> YOLANDA C. MANGAOANG Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; margin-top: 10px;">To provide instruction, research & extension services.</div> | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <div style="text-align: center; margin-top: 10px;">Instruction, research & extension.</div> | | | | | | | | | | | | | | | | | | | |
| 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 years of relevant experience; 8 hours of relevant training. | | | | | | | | | | | | | | | | | | | |
| 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="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Dec. 5, 2005</u> Date </div> <div style="text-align: center;"> LUALHATI M. NORIEL, Ph.D. Head, DPM Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | |