

Republic of the Philippines  
BC-CSC Form No. 1

**(POSITION DESCRIPTION FORM)**

2. DEPARTMENT, CORPORATION OR  
AGENCY/LOCAL GOVERNMENT

**VISAYAS STATE UNIVERSITY**, Baybay City, Leyte

1. NAME OF EMPLOYEE

**RATILLA BERTA C.**  
(Family Name) (Give Name) (M.I.)

3. BUREAU OR OFFICE

**VISAYAS STATE UNIVERSITY**

4. DEPARTMENT/BRANCH/DIVISION

**AGRONOMY**

5. WORK STATION/PLACE OF WORK

**OFFICE/LABORATORY AND CLASS ROOMS**

6a. PRES.  
APPROP. ACT

BOARD RES.  
ORD. NO.  
ITEM NO.

6b. PREV.  
APPROP. ACT

BOARD RES.  
ORD. NO.  
ITEM NO.

**VisCAB-APRO3-7-2014**

7a. SALARY  
AUTHORIZED  
**P 473,916.00**  
Salary Grade 19

ACTUAL

7b. OTHER  
COMPENSATION  
**P 24,000.00**

8. OFFICIAL DESIGNATION OF  
POSITION

**Associate Professor III**

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS  
POSITION

11. OCCUPATIONAL GROUP TITLE  
(LEAVE BLANK)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS  
CLASS

MUNICIPALITY ( )

CITY ( )

PROVINCE ( )

1<sup>ST</sup>  
( )

2<sup>ND</sup>  
( )

3<sup>RD</sup>  
( )

4<sup>TH</sup>  
( )

5<sup>TH</sup>  
( )

6<sup>TH</sup>  
( )

7<sup>TH</sup>  
( )

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

Percent of  
Working

Duties

**55 % - Instruction**

**Teach undergraduate and graduate courses in Agronomy/act as thesis adviser to students and research committee members**

**25 % - Research**

**Conduct research related to production and management of agronomic crops**

**10 % - Extension**

**Serve as resource speakers/lecturers on related fields**

**10 % - Administration** **Involvement in University and College-assigned tasks/assignment**

123  
14. POSITION OF IMMEDIATE  
SUPERVISOR  
College Dean

04/14/14  
15. POSITION OF NEXT HIGHER  
SUPERVISOR  
Vice President for Instruction

16. NAMES, TITLES AND ITEM NUMBERS OF THESE YOU DIRECTLY SUPERVISE  
(If more than seven (7), list only by their item numbers and titles)  
Students, local people of the community

17. MACHINES, EQUIPMENTS, TOOLS, ETC. USED REGULARLY IN PERFORMANCE OF  
WORK  
Computers, LCD, chalk board, field/ laboratory equipment , etc.

18. CONTACTS


	OCCASSIONAL	FREQUENT
General Public	( )	(x) students
General Agencies	(x)	( )
Supervisors	( )	(x)
Management	( )	(x)
Others(specify)	( )	( )

19. WORKING CONDITION

Normal Working Condition	(x)
Field Work	(x)
Field Trips	( )
Exposed to varied weather	( )
Others(specify)	(laboratory )

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

December 29, 2014  
D a t e

  
BERTA C. RATILLA  
Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE UNITS OR SECTION

To provide instruction, research, production and extension services

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION

To teach undergraduate and graduate courses in Agronomy and conduct research which are of agricultural and environmental relevance

23a. 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 qualification of the present incumbent. The item should be filled for all positions other than teaching).

EDUCATION : Relevant masteral degree

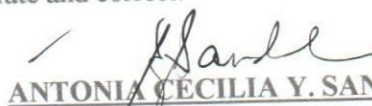
EXPERIENCE : 2 yrs of relevant experience; 8 hrs. of relevant training.

ELIGIBILITY :

23b. LICENSE OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

24. I HEREBY certify that the above answers are accurate and correct.

12/29/14  
D a t e

  
ANTONIA CECILIA Y. SANDOVAL  
Signature of Immediate Supervisor

25. APPROVED: