

REPUBLIC OF THE PHILIPPINES

EC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

JADINA BEATRIZ CUEVAS
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: ₱ 209,100.00

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

11. OCCUPATION GROUP TITLE (leave blank)

4. DEPT./BRANCH/DIVISION

DEPARTMENT OF AGRONOMY & SOIL SCIENCE

3a. PRES. APPRO.

6b. PREV. APPRO

ACT/
BOARD RES/
ORD. NO.

ACT/
BOARD RES/
ITEM NO. VISCAD- KPI-18-2004

3. OFFICIAL DESIGNATION OF POSITION

ASSISTANT PROFESSOR

10. WAPCO CLASSIFICATION OF THIS POSITION

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

85% : To teach basic and major courses in soil science and some crop science courses,

15% : To conduct research and extension activities related to soils and soil management.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN
---	--


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

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Projector, laboratory equipment (pH meter, ovens, spectrophotometer, etc), computer

18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[1]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[1]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[1]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[1]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[1]	[]	Other Agencies	[1]	[]	Supervisors	[]	[1]	Management	[]	[1]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[1]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	✓	Field work	[1]	Field Trips	[]	Exposed to Varied Weather		Other's (Specify)	[]
	Occasional	Frequent																											
General Public	[1]	[]																											
Other Agencies	[1]	[]																											
Supervisors	[]	[1]																											
Management	[]	[1]																											
Others (Specify)	[]	[]																											
Normal Working Condition	✓																												
Field work	[1]																												
Field Trips	[]																												
Exposed to Varied Weather																													
Other's (Specify)	[]																												

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

Oct 1, 2007
 Date


 Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To offer basic and major courses in soil science and promotes research and extension activities related to soil and soil management.

22. Describe briefly the general function of the position.
To handle basic and major courses in soil science and conducts research and extension activities related to soils and soil management

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).

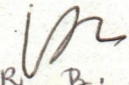
Education: *Relevant masteral degree*

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

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

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

Date


 VICTOR B. ASIO
 Signature and Title of Immediate Supervisor

25. APPROVED

Date


 JOSE L. BAGUIO
 Head of Agency