

REPUBLIC OF THE PHILIPPINES BO-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RATILIA TEODOMERO @ABUSAO (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 DEPT OF AGRONOMY AND SOIL SCIENCE		5. WORK STATION/PLACE OF WORK LSU, VISCA, Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAP-STD-1-1998	7a. SALARY P.A.: P119,268-	
		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION School farm Demonstrator		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	
		1. Assigned and supervised laborers working in the different projects of the department 2. Make requisitions of chemicals/fertilizers/fuel needed. 3. Issue fertilizer/chemicals to students for instruction. 4. Assigned areas for students who will conduct their thesis. 5. Entertain farmers and other visitors/clienteles who observed the different crop production activities of the department. 6. Supervise and ensure maintenance of the field/farm activities. 7. Other duties assigned by the department head as the case may be. 7. Supervise and ensure maintenance of the field/farm activities 8. Other duties assigned by the department head as the case may be.	

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)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Hand tractor, shovels, plow																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; 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 <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>	Normal Working Condition	☒	Field work	☒	Field Trips	☐	Exposed to Varied Weather	☒	Other's (Specify)	☐
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20. I CERTIFY that the above answers are accurate and complete. <u>10/16/03</u> Date Signature of Employee																													
21. Describe briefly the general function of the Unit or Section Instruction To provide the instruction, research & extension.																													
22. Describe briefly the general function of the position. Field services and other activities in the department.																													
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: Bachelors degree relevant to the job. Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>17 Oct. 2003</u> Date RAQUEL C. SERONIJOS Department Head/Professor Supervisor																													
25. APPROVED _____ Date PACIENCIA P. MILAN Head of Agency																													