

Republic of the Philippines

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR  
AGENCY/LOCAL GOVERNMENT

1. NAME OF EMPLOYEE

**QUINONES CECILLE MARIE O.**  
(Family Name) (Give Name) (M.I.)

3. BUREAU OR OFFICE

**VISAYAS STATE UNIVERSITY**

**VISAYAS STATE UNIVERSITY**

4. DEPARTMENT/BRANCH/DIVISION

**SOIL SCIENCE**

5. WORK STATION/PLACE OF WORK

**OFFICE/LABORATORY AND CLASSROOMS**

6a. PRES.  
APPROP. ACT

6b. PREV.  
APPROP. ACT

7a. SALARY  
AUTHORIZED

7b. OTHER  
COMPENSATION

BOARD RES.  
ORD. NO.  
ITEM NO.

BOARD RES.  
ORD. NO.  
ITEM NO.

**Salary Grade 12**  
  
ACTUAL

8. OFFICIAL DESIGNATION OF THIS  
POSITION

**Instructor I**

9. WORKING OR PROPOSED TITLE

10. OCPC 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

**60 %**

**To teach basic and major courses in Soil Science and related fields**

**25%**

**To conduct research in soils and soil management**

**10%**

**To conduct extension activities and related functions**

**5%**

**Involvement in University and College-assigned tasks/assignment**