

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Horticulture

1. NAME OF EMPLOYEE

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

3. BUREAU OR OFFICE

DOH, LSU, Visca

5. WORK STATION/PLACE OF WORK

DOH, LSU, Visca, Baybay

6a. PRES. APPRO.

6b. PREV. APPRO

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: PERA/ACA

P12,000.00

8. OFFICIAL DESIGNATION OF POSITION

Asst. Prof. III

9. WORKING PROPOSED TITLE

Asst. Prof. III

10. WAPCO CLASSIFICATION OF THIS POSITION

Asst. Prof. III

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

60%

Teaching: Teaches the following Horticulture subjects:

Hort 22 - Lab

Hort 110 - Lab

Hort 141 - Lec & Lab

Hort. 195 - Lab

15%

Research: Study Leader of PCARR.VVG.011

15%

Extension: Program Leader of HELP (Vegetables)

10%

Others

Dept. Petty Cashier

Project In-charge - Vegetable Proj.

Dept. Guidance Facilitator

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Agriculture

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

Elizabeth Peque, SRA; Fidel Cabillo, J. Mascariola & R. Managbanag

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

overhead and slide projector, calculator, pens, blackboard, chalk, computer

18. CONTACT

Occasional Frequent

General Public

☒

☐

Other Agencies

☒

☐

Supervisors

☐

☒

Management

☐

☒

Others (Specify)

☐

☒ students

19. WORKING CONDITION

Normal Working Condition ☒

Field work ☒

Field Trips ☒

Exposed to Varied Weather

Other's (Specify) ☐

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

Sept. 22, 2004
Date

Rosalario A. Salas
ROSARIO A. SALAS

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Teaching, research and extension work on Horticultural crops

22. Describe briefly the general function of the position.

Teaching, research and extension work on horticulture

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: MS degree with area of specialization

Experience: none required

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

none required

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

Sept. 22, 2004
Date

MARILYN M. BELARMINO

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
Head of Agency