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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SALAS ROSARIO ALGODON (Family Name) (Given Name) (Middle Name)	
DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION HORTICULTURE		5. WORK STATION/PLACE OF WORK HORTICULTURE	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VisCAB-AP3-3-2001	7a. SALARY P.A.: P 179,328.00 7b. OTHER COMPENSATION: PERA/ACA P12,000.00/a.n.	
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			
70% Teaching - Teaches Hort. 22, Hort 141, Hort 110 and Hort 121 20% Research work - Project Leader of the study PCARR.VVH.001 10% Others - Project In-charge Vegetable Project - Do extension work on vegetable crops			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER, IV Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean College of Agriculture
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)

Elizabeth C. Peque - S R A
4 laborers

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

computer, blackboard, chalk, eraser, calculator, etc.

18. CONTACT <table style="width: 100%; margin-top: 10px;"> <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;">☐</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> </table>		Occasional	Frequent	General Public	☐	☐	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☒	Others (Specify)	☐	☒	19. WORKING CONDITION <table style="width: 100%; margin-top: 10px;"> <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> </table>	Normal Working Condition	☒	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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Other's (Specify)	☐																												

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

10/1/03
Date

Rosalva
ROSARIO A. SALAS
Signature of Employee

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

Teaching Horticulture subjects and do research work on vegetables crops

22. Describe briefly the general function of the position.

Teaching, research and extension

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: M.S. degree
Experience: none required

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

none

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

Date

Martyn M. Belarmino
MARTYN M. BELARMINO
Signature and Title of Immediate Supervisor

25. APPROVED

Date

Paciencia P. Milan
PACIENCIA P. MILAN
Head of Agency