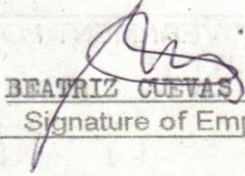
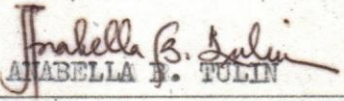
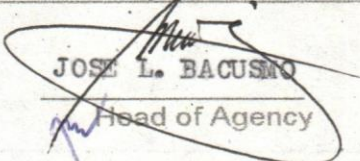


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>JADINA BEATRIZ CUEVAS</b> (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>VSU</b>	
<b>4. DEPT./BRANCH/DIVISION</b> <b>AGRONOMY AND SOIL SCIENCE</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>VSU</b>	
<b>6a. PRES. APPRO</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. VSUBD-AP4-04-1998	<b>7a. SALARY P.A.:</b> P250,016.4 <b>7b. OTHER COMPENSATION/ERA/ACA</b> P24.00	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Asst. Prof. IV		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st 2nd 3rd 4th 5th 6th [ ] [ ] [ ] [ ] [ ] [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES:</b> If more space is needed, please attach additional sheets.			
Percent of Working Time: ( )			
<b>DUTIES</b> 65 To handle basic, major and graduate courses in soil science and crop science; 30 To prepare research proposals for funding; conduct research and extension activities related to soils and soil management; 5 To serve as thesis adviser/student research committee (SRC) member or chairman for soils and agronomy major students.			
I HEREBY CERTIFY that the above answers are accurate and complete.			
Signature and Title of Immediate Supervisor:		Date:	
Signature and Title of Head of Agency:		Date:	
APPROVED		APPROVED	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"><b>Department Head</b></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"><b>College Dean</b></div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles) <div style="text-align: center;">N/A</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>laboratory equipment needed for soils and plant tissue analyses (ex. pH meter, ovens, etc)</b>																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition Field work <input checked="" type="checkbox"/> Field Trips <input checked="" type="checkbox"/> Exposed to Varied Weather Other's (Specify) <input checked="" type="checkbox"/> <div style="text-align: center;"><b>classroom activities</b></div>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>January 7, 2009</u> Date             </div> <div style="width: 45%; text-align: right;">   <b>BEATRIZ CUEVAS JADINA</b> Signature of Employee             </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <b>To offer basic and major and graduate courses in soils science and conduct research and extension activities related to soils and soil management.</b>																			
22. Describe briefly the general function of the position. <b>To handle basic, major and graduate courses in soils science and conduct research and extension activities related to soils and soil management.</b>																			
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: <b>Relevant masteral degree.</b> Experience: <b>2 yrs. of relevant experience, 8 hrs. of relevant training.</b>																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>January 7, 2009</u> Date             </div> <div style="width: 45%; text-align: right;">   <b>ANABELLA B. TULIN</b> Signature and Title of Immediate Supervisor             </div> </div>																			
25. APPROVED   <div style="text-align: center;">Date</div>	 <b>JOSE L. BACUSMO</b> Head of Agency																		