

**REPUBLIC OF THE PHILIPPINES**

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

**RATILLA, BERTA CATINCAN**

(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

5. WORK STATION/PLACE OF WORK

**LSU**

**P 182,172.00**

6a. PRES. APPRO.

6b. PREV. APPRO.

ACT/

ACT/

BOARD RES/

BOARD RES/ CAB-INST3-2542004

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION **Instructor III**

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

**Instructor 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% To teach undergraduate and graduate courses in Agronomy**

**20% To conduct research and extension activities related to Crop Production & Management.**

**10% Thesis advising**



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;">Dean</div>
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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)

Students, Major students

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

blackboard, chalk, computer, overhead projector

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

10/28/08

Date

**BERTA C. RATILLA**

Signature of Employee

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

To provide instruction, research and extension services in the field of Agronomy &

22. Describe briefly the general function of the position.

Soil Science

To teach Agronomy courses

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.S. degree in the area of specialization.

Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.

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

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

10/28/08

Date

**ABEL B. TOLIN-Head DASS**

Signature and Title of Immediate Supervisor

25. APPROVED

Date

**JOSE L. BACUSMO**

Head of Agency