

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

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

VISCAB-AP3-14-2004

8. OFFICIAL DESIGNATION OF POSITION

Assoc. Professor

10. WAPCO CLASSIFICATION OF THIS POSITION

Assoc. Professor

1. NAME OF EMPLOYEE

SALAS ROSARIO ALGODON  
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: P 201,504.00

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

Assoc. Professor

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 141 Lec and Lab

Hort 22 Laboratory

Hort 110 Lec. and Lab

10%

Research:

Study Leader of VWG.041 - National Cooperative Testing of  
Vegetables (Cucurbits)

10%

Extension:

Do extension work on vegetable crops

10%

Others: Dept. Petty Cashier

Project in-charge Vegetable Project

Etc.



193

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>Department Head/Assoc. Prof.</b></p>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>Dean, CA/Professor</b></p>																																			
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles) <p style="text-align: center;"><b>SRA: - Elizabeth C. Peque</b>  <b>Laborers: - F. Cabillo, R. Managbanag, P. Duran, J. Mascariola</b></p>																																					
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">OC. 2006, JCS</p>																																					
18. CONTACT <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> <th style="width: 20%;"></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> <td></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> <td></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> <td></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></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 type="checkbox"/>	<input checked="" type="checkbox"/>		Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		19. WORKING CONDITION <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather		Other's (Specify)	<input type="checkbox"/>
	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 type="checkbox"/>	<input checked="" type="checkbox"/>																																			
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																			
Normal Working Condition	<input checked="" type="checkbox"/>																																				
Field work	<input checked="" type="checkbox"/>																																				
Field Trips	<input type="checkbox"/>																																				
Exposed to Varied Weather																																					
Other's (Specify)	<input type="checkbox"/>																																				
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Sep. 26, 2006</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;">  <b>ROSARIO A. SALAS</b>            Signature of Employee</p> </div> </div>																																					
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><b>Teaches Horticulture subjects, do research and extension work on vegetable crops.</b></p>																																					
22. Describe briefly the general function of the position. <p style="text-align: center;"><b>Teaching, research and extension work</b></p>																																					
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). <p>Education: <b>BS degree relevant to the job.</b></p> <p>Experience: <b>1 year of relevant experience; 4 hours of relevant training.</b></p>																																					
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">none</p>																																					
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Sep. 26, 2006</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;">  <b>MARILYN M. BELARMINO</b>            Signature and Title of Immediate Supervisor</p> </div> </div>																																					
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;">  <b>PACIENCIA P. MILAN</b>            Head of Agency</p> </div> </div>																																					