

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <div style="display: flex; justify-content: space-between;"> <span>LINA</span> <span>SUZETTE</span> <span>BRAGAS</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  COLLEGE OF AGRICULTURE & FOOD SCIENCE	
4. DEPT./BRANCH/DIVISION  SOIL SCIENCE		5. WORK STATION/PLACE OF WORK  VISCA, BAYBAY CITY, LEYTE	
<div style="display: flex;"> <div style="width: 50%;">           6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> <div style="width: 50%;">           6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> </div>		7a. SALARY P.A.:  ₱ 432,396	
7b. OTHER COMPENSATION: P 24,000.00			
8. OFFICIAL DESIGNATION OF POSITION  ASSOC. PROFESSOR I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time:			
D U T I E S			
<div style="margin-left: 20px;">           85% 1. Teaches assigned subject and performs other teaching related functions, among others the following:            a) Prepared teaching materials/guides and submit to department head.            b) Conducts examination (mid/final/long hours/quizzes).            c) Checks test papers and return 1 week after exam.            d) Submits grade sheet and turn over class records to department head two weeks after final examination.         </div> <div style="margin-left: 20px;">           5% 2. Member in different committees.         </div> <div style="margin-left: 20px;">           5% 3. Participate in the co-curricular activities.         </div> <div style="margin-left: 20px;">           5% 4. Perform other functions assigned by the Department Head.         </div> <div style="margin-left: 20px;">           100%         </div>			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dean of the College of Agriculture and Food Science	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice-President for Instruction																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) STUDENTS - both undergrad & graduate s																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Laboratory chemicals, field instruments (bolo, soil auger, shovel), LCD & computers																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</td> <td style="text-align: center;">[ ]</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>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ X ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ X ]	[ ]	Supervisors	[ ]	[ X ]	Management	[ ]	[ X ]	Other (Specify)	[ ]	[ X ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <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 style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ X ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Aug. 1, 2016</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. To offer <del>undergraduate</del> and graduate programs, BS Agriculture (major in Soil Science and MS-Soil Science, respectively). To conduct research and extension activities related to soils & soil management.																													
22. Describe briefly the general function of the position. To teach basic & major courses in Soil Science. To conduct research & extension activities related to soils & soil management.																													
23a. 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: Masteral degree in the field of specialization. Experience:																													
23b. Licenses or certificates required to do this work, if any. Agriculturist																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Aug. 1, 2016</u> Date         </div> <div style="text-align: center;">  VICTOR B. ASIO Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">  EDGARDO E. TULIN Head of Agency         </div> </div>																													