

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

Dept. of Agronomy and Soil Science

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-AP 2-1-2002

1. NAME OF EMPLOYEE

ESCASINAS

RUTH

OTAZA

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

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

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Associate 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 []

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

80% Instruction: To teach agronomy courses (undergraduate and graduate)

To advise undergraduate thesis students in agronomy

10% Research: To conduct research related to agronomy

10% Extension: To act as resource speaker/consultant on topics related to agronomy

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, calculator, etc.			
18. CONTACT		19. WORKING CONDITION	
Occasional Frequent		Normal Working Condition [x]	
General Public [x]		Field work []	
Other Agencies [x]		Field Trips []	
Supervisors []		Exposed to Varied Weather []	
Management []		Other's (Specify) []	
Others (Specify) []			
20. I CERTIFY that the above answers are accurate and complete.			
Dec 7 2005 Date		RUTH O. ESCASINAS Signature of Employee	
21. Describe briefly the general function of the Unit or Section. Instruction, research and extension			
22. Describe briefly the general function of the position. To provide instruction, research, and extension services			
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: BS degree relevant to the job.			
Experience: 1 year of relevant experience; 4 hours of relevant training.			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
13 Dec 2005 Date		VICTOR B. ASIO - Head, DASS Signature and Title of Immediate Supervisor	
25. APPROVED			
Date		PACIENCIA P. MILAN Head of Agency	