

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>RATILLA BERTH DATINGAN</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION <b>DASS</b>		5. WORK STATION/PLACE OF WORK <b>VSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:  7b. OTHER COMPENSATION PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION <b>Asst. Professor III</b>		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 [ ] 4th [ ] 5th [ ] 6th [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : <b>DUTIES</b>			

70% - Instruction      Teaches Agronomy undergraduate and graduate courses  
 Acts as thesis advisers to students and research committee members

20% - Research      Conducts research related to production and management of  
 agronomic crops

10% - Extension      Serves as resource speakers/lecturers on related fields  
 - Production      Performs production activities and other duties that may be  
 assigned by direct supervisor

VICTOR B. ASIO

JOSE L. BACUNO



POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dept. Head

College Dean

3. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles)

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

## CONTACT

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

## 19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

20. I CERTIFY that the above answers are accurate and complete.

May 05, 2010

Date

BERTA C. RATILLA

Signature of Employee

Describe briefly the general function of the Unit or Section.  
To provide instruction, research, production and extension services.

Describe briefly the general function of the position.

To teach undergraduate and graduate courses in Agronomy and conducts research on related fields

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: MS  
Relevant masteral degree

Experience: 1 year relevant experience

24. Licenses or certificates required to do this work,

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

07 May  
Date

VICTOR B. ASIO

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO  
Head of Agency