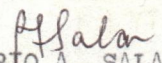

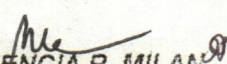


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>SALAS      ROSARIO      ALGODON</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>Horticulture</b>	
4. DEPT./BRANCH/DIVISION <b>Horticulture</b>		5. WORK STATION/PLACE OF WORK <b>Horticulture</b>	
6a. PRES. APPRO: ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>VISCAB-AP3-14-2004</b>	7a. SALARY P.A.: <b>P 201,504.00</b>  7b. OTHER COMPENSATION: <b>PERA/ACA</b> <b>P12,000.00</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Asst. Professor III</b>		9. WORKING PROPOSED TITLE <b>Asst. Prof. III</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION <b>Asst. Prf. III</b>		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
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 attach additional sheets.			
Percent of Working Time : <b>DUTIES</b>			
<div style="margin-bottom: 10px;"> <b>70%</b> Teaching Horticulture subjects            - Teaches Hort 141, Hort 110, Hort 22         </div> <div style="margin-bottom: 10px;"> <b>15%</b> Do research work on Horticultural crops especially vegetables            - Study Leader of the Project <b>VVG.011</b> </div> <div style="margin-bottom: 10px;"> <b>10%</b> Do extension work            - Project Leader on <b>HELP - Vegetables</b> </div> <div> <b>5%</b> Other            - Dept. Petty cashier            - University Proj. <b>In-charge - Vegetable Project</b> </div>			



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<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Dr. Antonio L. Acedo, Jr. - Dept. Head	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> Oscar B. Posas - Dean, CA																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7) list only by their item nos. and titles) E.C. Peque - SRA; F. Cabillo, J. Mascariola, R. Managbanag, P. Duran																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> computer, overhead/slide projector; chalk, chalboard, calculator, etc.																													
<b>18. CONTACT</b> <table style="width: 100%;"><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;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></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></tr><tr><td>Supervisors</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></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></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/> students</td></tr></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"/> students	<b>19. WORKING CONDITION</b> <table style="width: 100%;"><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 style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td></tr></table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
	Occasional	Frequent																											
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Exposed to Varied Weather	<input type="checkbox"/>																												
Other's (Specify)	<input type="checkbox"/>																												
<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>12/05/05</u> Date</div><div style="text-align: center;"> <b>ROSARIO A. SALAS</b> Signature of Employee</div></div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> Teaching, research and extension work on horticultural crops/project.																													
<b>22. Describe briefly the general function of the position.</b> Teaches Hort. subjects, do research and extension work.																													
<b>23.a</b> 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: <u>Relevant masteral degree</u> Experience: <u>2 years of relevant experience; 8 hours of relevant training.</u>																													
<b>23b.</b> Licenses or certificates required to do this work, if any. <u>none required</u>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>12/05/05</u> Date</div><div style="text-align: center;"> <b>ANTONIO L. ACEDO, JR.</b> Signature and Title of Immediate Supervisor</div></div>																													
<b>25. APPROVED</b> <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;"> <b>PACIENCIA P. MILAN</b> Head of Agency</div></div>																													