

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

BELONIAS BEATRIZ SATENTES
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY
Visayas State College of Agriculture

3. BUREAU OR OFFICE

DPBAB

4. DEPT./BRANCH/DIVISION

DPBAB, LSU, VISCA

5. WORK STATION/PLACE OF WORK

LSU, VISCA

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.: P 142,044.00

7b. OTHER COMPENSATION: PERA/ACA

VISCAB-INST2-4-1998

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR 11

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 attached additional sheets.

Percent of Working Time : DUTIES

75%

: Teaches botany and genetics courses;

20%

: In-charge of Herbarium of the college;

5%

: Perform other functions assigned by immediate supervisor.

100%

[Handwritten signatures and stamps]

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

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

None

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

Books, calculator, glasswares, microscope

18. CONTRACT

Occasional

Frequent

General Public

[x]

[]

Other Agencies

[x]

[]

Supervisors

[]

[x]

Management

[]

[x]

Other (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

[x]

Field Work

[]

Field Trips

[]

Exposed to Varied Weather

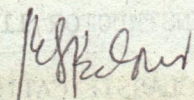
[]

Others (Specify)

[]

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

Sept. 30, 2007
Date


Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services in the field of Plant Breeding and Ag. Botany

22. Describe briefly the general function of the position.

To provide instruction in Ag. Botany courses.

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: MS degree with specific area of specialization plus other requirements per QS of the College.

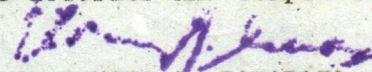
Experience:

23b. Licenses or certificates required to do this work, if any.

None

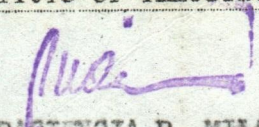
24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date


FLORENCIO A. SALADAGA - OIC, DPBAB
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


PATRICIA P. MILAN
Head of Agency