

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		LINA SUZETTE BINONGO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Department of Agronomy and Soil Science		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LG	7a. SALARY P.A.: 162,144 pesos	
		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR 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	
85 : To teach basic and major courses in Soil Science 5 : Thesis Advising 8 : To conduct Research related to Soil and Soil Management 2 : Other duties related to the goals of DASS			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">COLLEGE DEAN</div>																												
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. <div style="text-align: center; font-size: 1.2em;">Laboratory machines, chalks &amp; chemicals</div>																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[✓]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[✓]	Other Agencies	[✓]	[ ]	Supervisors	[ ]	[✓]	Management	[ ]	[✓]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition		Field work	[✓]	Field Trips	[ ]	Exposed to Varied Weather		Other's (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: 20px;"> <div style="text-align: center;"> <u>June 25, 2009</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research and extension services in the field of Agronomy and Soil Science.</i>																													
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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: <i>B.S. degree in the area of specialization.</i> Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
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25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> Date         </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency         </div> </div>																													