

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>LINA (Family Name)</span> <span>SUZETTE (Given Name)</span> <span>BRAGAS (Middle Name)</span> </div>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> VSU	
<b>4. DEPT./BRANCH/DIVISION</b> Agronomy and Soil Science		<b>5. WORK STATION/PLACE OF WORK</b> OFFICE / LABORATORY ROOMS / CLASS ROOM / FIELD	
<div style="display: flex;"> <div style="flex: 1;"> <b>6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.</b> </div> <div style="flex: 1;"> <b>6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.</b> </div> </div>		<b>7a. SALARY P.A.:</b> P 276,528.00  <b>7b. OTHER COMPENSATION:</b> P 24,000.00 8-204	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Instructor III		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> <div style="display: flex; justify-content: space-between;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
<div style="display: flex; justify-content: space-between;"> <span>Percent of Working Time:</span> <span>DUTIES</span> </div> <div style="margin-top: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px; text-align: right;"> 50%     5% 5% 5% 35% <hr/>100% </div> <div> 1. Teaches assigned subject and performs other teaching related functions, among others the following:  a) Prepared teaching materials/guides and submit to department head.  b) Conducts examination (mid/final/long hours/quizzes).  c) Checks test papers and return 1 week after exam.  d) Submits grade sheet and turn over class records to department head two weeks after final examination.   2. Member in different committees.  3. Participate in the co-curricular activities.  4. Perform other functions assigned by the Department Head.  5. Conducts research in the field of soils and soil management. </div> </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  DEAN OF the 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)  Students & Research Assistant																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computers, Laboratory equipment, chemicals, chalk board																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ x ]	[ ]	Supervisors	[ ]	[ x ]	Management	[ ]	[ x ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ X ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>05/16/13</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. To be the leader in Instruction, Research and Extension in Agronomy and Soil Science in the Philippines																													
22. Describe briefly the general function of the position. To teach undergraduate and graduate Soil Science courses and conduct research which are of Agricultural and environmental relevance																													
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 in the area of specialization.  Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>May 10, 2013</u> Date         </div> <div style="text-align: center;">             VICTOR B. ASIO - Head, and College Dean            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____ Date         </div> <div style="text-align: center;">             JOSE L. BACUSMO Head of Agency         </div> </div>																													