

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

BEITEZ MARLOU MANTE
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

Horticulture

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

3b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO. VISCAB-INST-17-2008

7a. SALARY P.A.: **147,408**

7b. OTHER COMPENSATION: **PERA/ACA** **P24,000.00/annum**

3. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor I

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
[]

3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working Time:

DUTIES

70%

Teaching:

- Hort. 111
- Hort. 22
- Hort. 142
- Hort. 112
- Hort. 144

20%

Extension:

- HELP

10%

Others:

- Project Leader/In-charge Cacao Project
- Project In-charge Coffee Project
- Secretary (DOH)

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DOH	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)
Roland Managbanag - Laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
computer, Overhead projector, chalkboard, chalk, etc.

18. CONTACT	19. WORKING CONDITION
General Public ☐ Occasional ☐ Frequent ☐	Normal Working Condition ☒
Other Agencies ☐	Field work ☒
Supervisors ☐	Field Trips ☐
Management ☒	Exposed to Varied Weather ☒
Others (Specify) ☐ ☒ Students	Other's (Specify) ☐

20. I CERTIFY that the above answers are accurate and complete.
4/22/08
Date
MARILOU M. BENITEZ
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Teaching, research and extension works of horticultural crops.

22. Describe briefly the general function of the position.
Teaching Hort subjects and do extension works

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: BS degree in the area of specialization
Experience: none

23b. Licenses or certificates required to do this work, if any.
none

24. I HEREBY CERTIFY that the above answers are accurate and complete.
4/22/08
Date
ELIZABETH D. BRIONES
Signature and Title of Immediate Supervisor

25. APPROVED
Date
JOSE L. MAGUIMO
Head of Agency