

# REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
**LEYTE STATE UNIVERSITY**

4. DEPT./BRANCH/DIVISION

**DASS**

1. NAME OF EMPLOYEE

**RATILLA BERTA CATINGAN**

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

**LSU, Visca, Baybay, Leyte**

6a. FRES. APPRO.

ACT/ ☒  
BOARD RES/  
ORD. NO.

6b. PREV. APPRO

ACT/  
BOARD RES/  
ITEM NO.

7a. SALARY P.A.:

**150,552.00**

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

**Instructor III**

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

**70% - Instruction**

Teaches Agronomy undergraduate and graduate courses

**20% - Research**

Conducts research related to production and management of  
agronomic crops

**10% - Extension**

Serves as resource speaker/lecturer of seminars, etc.



PACIENCIA P. MILAN  
Head of Agency