

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

1. NAME OF EMPLOYEE

JADINA, BEATRIZ CUEVAS

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

AGRONOMY AND SOIL SCIENCE

5. WORK STATION/PLACE OF WORK

DEPT. OF AGRONOMY AND SOIL SCIENCE

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR

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

85

Teaching agronomy and soil science courses

10

Serves as thesis adviser to soil science majors and member of student research committees of both soil science and agronomy majors and academic adviser of BS Agriculture students

5

Conducts research and extension activities related to soils and soil managements



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)  
Chair, laboratory supplies and equipment, field and field supplies, etc.

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
blackboard, chalk, laboratory supplies and equipment, field and field supplies, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[ x ]	[ ]
Other Agencies	[ x ]	[ ]
Supervisors	[ ]	[ x ]
Management	[ ]	[ x ]
Other (Specify)	[ ]	[ ]

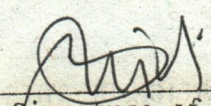
19. WORKING CONDITION

Normal Working Condition	[ x ]
Field Work	[ x ]
Field Trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

October 17, 2000

Date

  
Signature of Employee

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

Offers basic and major courses in soil science and conducts research and extension activities related to soils and soil management.

22. Describe briefly the general function of the position.

Teaches/handles basic courses in soil science and agronomy and major courses in soil science and conducts research and extension activities related to soils and soil management.

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).

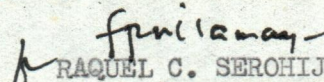
Education: Bachelor's degree in the area of specialization.

Experience: None required.

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

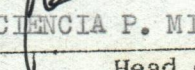
24. I HEREBY CERTIFY that the above answers are accurate and complete.

17 October 2000  
Date

  
RAQUEL C. SEROHJOS  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

  
PACIENCIA P. MILAN  
Head of Agency