

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RATILLA, BERTA CATINGAN (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 Dept. of Agronomy & 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. VLSCAB-1WST3-26-2004	7a. SALARY P.A.: 205,764.00 7b. OTHER COMPENSATION/PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION <i>Assistant Prof. I</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 [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. Period of : Working Time :			
DUTIES			
70% : To teach and advise undergraduate and graduate students in the field of specialization.			
25% : To conduct research, do extension and production activities			
5% : To do other duties that may be assigned by the immediate supervisor			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">College Dean</p>																		
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)</p> <p style="text-align: center;">Students</p>																			
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Overhead projector, LCD, laptop</p>																			
<p>18. CONTACT</p> <table style="width: 100%;"> <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;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<p>19. WORKING CONDITION</p> <p>Normal Working Condition <input checked="" type="checkbox"/></p> <p>Field work <input type="checkbox"/></p> <p>Field Trips <input type="checkbox"/></p> <p>Exposed to Varied Weather</p> <p>Other's (Specify) <input type="checkbox"/></p>
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Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">October 8, 2009</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>Berta C. Ratilla</i></p> <p style="text-align: center;">BERTA C. RATILLA</p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">To provide instruction, research, extension & production activities in the field of</p>																			
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Agronomy</p> <p style="text-align: center;">To teach undergraduate and graduate courses in Agronomy, advise thesis students, conduct research, extension & production activities</p>																			
<p>23. 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).</p> <p>Education: <u>B.S. degree relevant to the job.</u></p> <p>Experience: <u>1 yr. of relevant experience; 4 mo. of relevant training.</u></p>																			
<p>23b. Licenses or certificates required to do this work,</p>																			
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>Amabella B. Tuller</i></p> <p style="text-align: center;">AMABELLA B. TULLER - Head, DASS</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																			
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>Jose L. Bacusmo</i></p> <p style="text-align: center;">JOSE L. BACUSMO</p> <p style="text-align: center;">Head of Agency</p> </div> </div>																			