

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

BINONGO SUZETTE BRAGAS

(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

Dept. of Agron. & Soil Science (DASS)

5. WORK STATION/PLACE OF WORK

CLASSROOM / FIELD OF DASS

6a. PRES. APPRO.

6b. PREV. APPRO.

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR 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

3rd

4th

5th

6th

[]

[]

[]

[]

[]

[]

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

Percent of

Working Time :

DUTIES

85% Teaching Soil Science & Agronomy Courses

5% Thesis/Organization Advising

8% Devoted to Research (Corn-RDE Project)

2% Devoted to Extension-Related Activities of the Dept.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPT. HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN 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 ; Corn RDE-PROJECT funded by DA-BAR (Enhancing Adaptation & Utilization of Location Specific Corn-Based Technologies)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

CHALK BOARD, CHALKS & CHEMICALS

18. CONTACT

Occasional

Frequent

General Public (

☒

☐

Other Agencies

☒

☐

Supervisors

☐

☒

Management

☐

☒

Others (Specify) *Students*

☒

☒

19. WORKING CONDITION

Normal Working Condition

☒

Field work

☒

Field Trips

☐

Exposed to Varied Weather

☐

Other's (Specify)

☐

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

SEPT 12, 2002

Date

[Signature]
Signature of Employee

21. Describe briefly the general function of the Unit or Section. *Enhancement of the general well being of Visayas populace through effective research, instruction & extension in crop prod'n & soil management to increase & sustain productivity.*

22. Describe briefly the general function of the position.

To teach agronomy & soil science courses & to conduct research & extension activities in crop production & soil management

23.a 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. *NONE*

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

12 Sept. 2002

Date

[Signature]
RACHEL C. SERONILLOS
Signature and Title of Immediate Supervisor

25. APPROVED

Date

[Signature]
PACENCIA P. MILAN
Head of Agency