

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY?
LOCAL GOVERNMENT
VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION
Agronomy and Soil Science

6a. PRES. APPROP. : 6b. PRES. APPROP.
ACT/ RA 6831 ACT/
BOARD RES./ BOARD RES./
ORD. NO. ORD. NO.
ITEM NO. 15 ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION
Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

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.

1. NAME OF EMPLOYEE

JADINA BEATRIZ C.
(FAMILY NAME) (GIVEN NAME) (M.I)

3. BUREAU OR OFFICE

Department of Agronomy and Soil Science
Visca

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. ; 7b. OTHER COMPEN-
SATION

AUTHORIZED
ACTUAL ₱42,480.00

9. WORKING OR PROPOSED TITLE

11. OCCUPATIONAL GROUP TITLE
(leave blank)

Percent of
Working
Time

80%

20%

Teach Soil Science courses.

Conduct Soil Science research and extension activities.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Officer Incharge/Associate Professor

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).

None

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

Soil & Plant Tissue analyses Laboratory, books, classrooms

18. CONTACTS

Occasional

Frequent

General Public

: X :

Other Agencies

: X :

Supervisors

: X :

Management

: X :

Others (Specify)

: X :

19. WORKING CONDITION

Normal Working Condition

: X :

Field Work

: X :

Field Trips

: X :

Exposed to varied Weather

: X :

Others (Specify)

: X :

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

October 31, 1991

Date

BEATRIZ CUEVAS JADINA

Signature of Employee

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

Handle Soil Science courses and conduct Soil Science Research and Extension activities

22. Describe briefly the general function of the position.

Teach Soil Science courses and conduct Soil Science Research and Extension activities

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 with specific area of specialization plus

Experience: other requirements per QS of the College

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

24. I hereby certify that the above answers are accurate and complete.

October 31, 1991

Date

ANGELA S. ALMENDRA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

MARIANITO R. VILLANUEVA

Head of Agency