

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

1. NAME OF EMPLOYEE

BORINES LUCIA M.  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION  
DPP VISCA

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP. ACT/ RA 7180  
BOARD RES/  
ORD. NO.  
ITEM NO. 101-5

6b. PREV. APPRO. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION  
P74,388.00

8. OFFICIAL DESIGNATION OF POSITION

Assoc Professor I

9. WORKING PROPOSED TITLE

Assoc Professor I

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

D U T I E S

65%

1. Teaches pathology, biology and plant protection courses.

20%

2. Study Leader of some researches.

10%

3. Affiliate NARC Monitor incidence of ABaca Disease at the NARC genebank & production areas.  
Serves as resource speaker of seminars.

5%

4. Plant Pest Clinic subject matter specialist and other minor activities in the different committees of the department.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department head

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.

Glasswares, testtubes, holder, etc.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other Agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
Others (Specify)		

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

Date

*Imbounes*  
LUCIA M. BORINES  
Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To teach biology, plant protection & plant pathology courses.

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: MS degree w/ specific area of specialization plus  
Experience: other requirements per QS of the College

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

None

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

*November 20, 1993*

Date

*Ruben N. Gapasin*  
RUBEN N. GAPASIN - Dept. head  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

*Samuel S. Go*  
SAMUEL S. GO  
Head of Agency