

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

2. BUREAU OR OFFICE

SUG

3. DEPT./BRANCH/DIVISION

5. WORK STATION//PLACE OF WORK

Agronomy & Soil Science  
6a. PRES. APPROP. 6b. PREV. APPRO.  
ACT/ ACT/  
BOARD RES/ BOARD RES/  
ORD. NO. ORD. NO.  
ITEM NO. ITEM NO.  
IS

Barbay, Lorte  
7a. SALARY P.A. 7b. OTHER COMPENSATION

₱5,880.00

ACA/PERA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor 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

85 %

Teach soil science courses

10 %

Conducts research on soils and soil management

5 %

Conducts extension activities related to soils and  
soil management



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.

Soil & plant tissue analysis laboratory, <sup>equipment</sup> books, etc.

18. CONTACT

19. WORKING CONDITION

General Public  
Other Agencies  
Supervisors  
Management  
Others (Specify)

Occasional

Frequent

Normal Working Condition

X

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

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

Nov. 4, 1994

Date

BEATRIZ C. JADINA

Signature of Employee

21. 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 provide instruction in 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 other requirements per QS of the College.

Experience:

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

None

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

Nov. 4, 1994

Date

PEDRO P. PASCUAL - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO - President  
Head of Agency