

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
Visayas State College of Agriculture

3. BUREAU OR OFFICE

DASS, LSU

4. DEPT./BRANCH/DIVISION

DEPT. OF AGRONOMY AND SOIL SCIENCE

5. WORK STATION/PLACE OF WORK

DASS, LSU

6a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.
ITEM NO. IS

6b. PREV. APPRO

ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.: P 134,004.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR - I

9. WORKING PROPOSED TITLE

INSTRUCTOR

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 attached additional sheets.

Percent of Working Time : DUTIES

95 %	Teaching SOIL SCIENCE COURSES
5 %	Thesis advising

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DEPARTMENT HEAD

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)
NA

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
CHALKBOARD, CHALKS, BOOKS, GLASSWARE & LAB. CHEMICALS

18. CONTRACT

	Occasional	Frequent
General Public	[✓]	[]
Other Agencies	[✓]	[]
Supervisors	[]	[✓]
Management	[]	[✓]
Other (Specify)	[]	[]

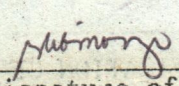
19. WORKING CONDITION

Normal Working Condition	[✓]
Field Work	[✓]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

OCT. 1, 2001

Date


Signature of Employee

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

OFFERS SOIL SCIENCE COURSES AND HANDLES RESEARCH AND EXTENSION ACTIVITIES RELATED TO SOILS AND SOIL MANAGEMENT

22. Describe briefly the general function of the position.

TO TEACH SOIL SCIENCE COURSES AND HANDLES EXTENSION ACTIVITIES RELATED TO SOILS AND SOIL MANAGEMENT

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: Bachelor's degree in the area of specialization

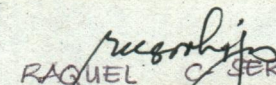
Experience:

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

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

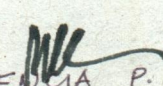
OCT. 01, 2001

Date


RAQUEL C. SEROHLOS - DEPT. HEAD
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


PACEDUA P. MILAN
Head of Agency