

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

DASS VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ RA 6831 :

BOARD RES/ :

ORD. NO. :

ITEM NO. LS :

ACT/

BOARD RES/

ORD. NO. :

ITEM NO. :

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. MAPOO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

JADINA BEATRIZ CUEVAS
(Last Name) (First Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

742,480.00

9. WORKING PROPOSED TITLE

Instructor I

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: DUTIES ---

Working :

Time :

70% : 1. Teaches soil science courses.

15% : 2. Conducts researches.

10% : 3. Performs extension services.

5% : 4. Performs other functions as the Dept. Head
may assign.

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, books, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	: X :	: :	Normal Working Condition	: X :
Other Agencies	: X :	: :	Field Work	: :
Supervisors	: :	: X :	Field Trips	: :
Management	: :	: X :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

I CERTIFY that the above answers are accurate and complete.

BEATRIZ C. JADINA

Signature of Employee

Date

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

Handles Soil Science courses & 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 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.

PEDRO P. PASCUAL - OIC Dept. Head

Signature and Title of Immediate Supervisor

Date

25. APPROVED:

MANUEL K. PALOMAR
Officer-in-Charge

Date

Renewal 11-4-92