

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE JADINA BEATRIZ C. <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK LSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VisCAB-AP1-18-2094	7a. SALARY P.A.: 190,092.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor IV		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES If more space is needed please attach additional sheets.			
Percent of Working Time :		DUTIES	
<div style="margin-bottom: 20px;"> 85 : Teaches basic and major courses in soil science and basic courses in crop science (agronomy); </div> <div> 15 : Conducts research and extension activities related to soils and soil management. </div>			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center; font-size: 1.2em;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center; font-size: 1.2em;">College Dean</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)</p> <p style="text-align: center; font-size: 1.2em;">N/A</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="font-size: 1.2em;">chalk, board, projector, computer, laboratory equipment (pH meter, oven, etc)</p>																													
<p>18. CONTACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input type="checkbox"/>	Field work	<input checked="" type="checkbox"/>	Field Trips	<input checked="" type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p style="font-size: 1.2em;">Sept. 20, 2006</p> <p>Date</p> </div> <div style="text-align: center;"> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="font-size: 1.2em;">Offers basic and major courses in Soil Science and conducts research and extension activities related to soils and soil management.</p>																													
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<p>23.a. 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).</p> <p>Education: Relevant masteral degree</p> <p>Experience: 2 yrs. of relevant experience; 8 hours of relevant training.</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p>VICTOR B. ASIO / DEPT. HEAD Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p>PACIENCIA P. MILAN Head of Agency</p> </div> </div>																													