

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Dept. of Pest Management

6a. FRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-APR01-8-1998

1. NAME OF EMPLOYEE

BORINES LUCIA M.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

7a. SALARY P.A.: P 231,012.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Associate Prof. IV

9. WORKING PROPOSED TITLE

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 :

DUTIES

60%

Teaches graduate and undergraduate courses in Plant Pathology and Plant Protection and undergraduate Microbiology courses.

20%

Conducts researches on 1) the breeding of hybrid rice maintainer and restorer lines for resistant to bacterial wilt and 2) determining the reaction of hybrid rice component lines to important diseases and insect pests.

10%

Act as head of the Plant Disease Diagnostic Laboratory.

5%

Perform extension activities and other related activities.

5%

Act as adviser, student research committees chairman or member for both graduate Plant Protection and Plant Pathology major students, respectively.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">calculator, computer, etc.</p>																													
18. CONTACT <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;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">x</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	x	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
	Occasional	Frequent																											
General Public	[]	[x]																											
Other Agencies	[]	[]																											
Supervisors	[]	[]																											
Management	[]	[]																											
Others (Specify)	[]	[]																											
Normal Working Condition	x																												
Field work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Other's (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Dec. 5, 2005</u> Date </div> <div style="text-align: center;"> LUCIA M. BORINES Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Instruction, research & extension.</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">Instruction, research & extension.</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) <div style="margin-top: 10px;"> Education: Relevant masteral degree Experience: 3 years of relevant experience; 16 hours of relevant training. </div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Dec. 5, 2005</u> Date </div> <div style="text-align: center;"> LUALHATI M. NORIEL, Ph.D. Head, DPM Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																													