

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RATILLA BERTA CATINGAN (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY	3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION Dept. of Agronomy and Soil Science	5. WORK STATION/PLACE OF WORK Dept. of Agronomy and Soil Science	
6a. PRES. APPRO ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS	7a. SALARY P.A. P 150,552.00
8. OFFICIAL DESIGNATION OF POSITION Instructor III		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		
70%	Instruction - Teaches Agronomy undergraduate and graduate courses	
20%	Research - Conducts research related to production and management of agronomic crops	
10%	Extension - Serves as resource speaker/lecturer of seminars, etc.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean																												
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. Leaf area meter, weighing scale, pH meter, seed counter, etc.																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</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	☒	☐	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;">☒</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	☒	Field work	☒	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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20. I CERTIFY that the above answers are accurate and complete. <u>7/21/03</u> Date BERTA C. RATILLA Signature of Employee																													
21. Describe briefly the general function of the Unit or Section Instruction, research, extension, production																													
22. Describe briefly the general function of the position. 70% Instruction; 20% Research; 10% Extension																													
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). Education: BS degree in the area of specialization. Experience: 1 year of relevant experience; 4 hours of relevant training.																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>7/21/2003</u> Date RAQUEL C. SEROHIJOS - Head, DASS Signature and Title of Immediate Supervisor																													
25. APPROVED <u> </u> Date PACIENCIA P. MILAN Head of Agency																													