

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> JADINA BEATRIZ CUEVAS </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 10px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE <div style="margin-top: 10px;">Department of Soil Science</div>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 511,824.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 10px; text-align: center;">Associate Professor IV</div>		9. WORKING PROPOSED TITLE <div style="margin-top: 10px; text-align: center;">Associate Professor IV</div>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; font-size: small;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px; font-size: x-small;"> <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 attached additional sheets.			
Percent of Working Time:			
D U T I E S			
<div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> <div style="margin-bottom: 10px;">80%</div> <div style="margin-bottom: 10px;">5%</div> <div style="margin-bottom: 10px;">5%</div> <div style="margin-bottom: 10px;">5%</div> <div>100%</div> </div> <div style="flex: 4;"> <ol style="list-style-type: none"> 1. Teaches assigned subject and performs other teaching related functions, among others the following: <ol style="list-style-type: none"> a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet to department head two weeks after final examination. 2. Member in different committees. 3. Participate in the co-curricular activities. 4. Perform other functions assigned by the Department Head. 5. - Prepares & submits research proposals for funding; conducts researches related to soils & soil management; land slide studies - conducts extension activities related to soils & soil management </div> </div>			

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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) N/A	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work Laboratory equipment for soil & plant tissue analysis (pH meter, Dens, etc) computer, LPO	
18. CONTRACT	19. WORKING CONDITION
General Public <input checked="" type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/>	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies <input checked="" type="checkbox"/>	Field Work <input checked="" type="checkbox"/>
Supervisors <input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management <input type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Other (Specify) <input type="checkbox"/>	Others (Specify) <input type="checkbox"/>
20. I CERTIFY that the above answers are accurate and complete. December 8, 2014 Date	
Signature of Employee [Signature]	
21. Describe briefly the general function of the Unit or Section. To offer graduate & undergraduate courses in Soil Science	
22. Describe briefly the general function of the position. To handle/teach graduate & undergraduate courses in Soil Science	
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: Relevant masteral degree Experience: 3 yrs. of relevant experience, 18 hrs. 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. December 8, 2014 Date	
Signature and Title of Immediate Supervisor [Signature] CIZETTE B. LINDA Supervisor	
25. APPROVED: Date	
[Signature] JOSE L. BACUSMO Head of Agency	