

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

JADINA BEATRIZ CUEVAS

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DEPARTMENT OF AGRONOMY AND
SOIL SCIENCE, VISCA

4. DEPT./BRANCH/DIVISION :
DASS, VISCA

5. WORK STATION/PLACE OF WORK
DASS, VISCA

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR

9. WORKING PROPOSED TITLE

INSTRUCTOR

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
attached additional sheets.

Percent of
Working Time :

DUTIES

85 %	:	To teach agronomy and soil science courses
10 %	:	To serve as thesis adviser of soil science major students and SRC committee member to agronomy and soil science majors; and academic adviser of BSA students
5 %	:	To conduct research and extension activities related to Soils and Soil management.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DEPARTMENT HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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)

N/A

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
lab equipment, glasswares, chalk, chalk board, farm tools & etc.

18. CONTRACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[]	[]
Other (Specify) students	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[x]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

Dec. 1, 1999

Date

BEATRIZ CUEVAS JADINA

Signature of Employee

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

To offer soil science courses (BASIS AND MAJOR courses) to BSA students and to conduct research and extension activities related to soils and soil management.

22. Describe briefly the general function of the position.

To teach agronomy and soil science courses and to conduct research and extension activities related to soils and soil management.

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:

Bachelor's degree in the area of specialization

Experience:

none required

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Dec. 1, 1999

Date

ALFREDO B. ESCASINAS

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIFICIA P. MILAN

Date

Head of Agency