

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

: 1. NAME OF EMPLOYEE
:
: BORINES LUCIA M.
: (Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ 3. BUREAU OR OFFICE
LOCAL GOVERNMENT :

VISAYAS STATE UNIVERSITY : PLANT DISEASE DIAGNOSTIC LABORATORY
(PDDL)

4. DEPARTMENT/BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK
DEPARTMENT OF PEST MANAGEMENT (DPM) : Visca, Baybay City, Leyte

6a. PRES. APPROP. ACT: 6b. PREV. APPROP. : 7a. SALARY P.A : ₱ 696, 336.00
BOARD RES./ : ACT/BOARD RES./ :
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO. VLSCH-PROP-6-2014

8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE
Professor III :

10. WAPCO CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS'S CLASS

MUNICIPALITY		CITY		PROVINCE	
1 st	2 nd	3 rd	4 th	5 th	6 th
/	/	/	/	/	/

13 STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).

- 50% - Teaches assigned graduate and undergraduate subjects and performs other teaching-related functions, among others the following:
 - a) Prepare and update teaching materials (Powerpoint lectures, handouts, disease specimens, etc...)
 - b) Deliver lectures and laboratory pre-lab discussions to students
 - c) Conducts examination (long exams, midterm, final, quizzes)
 - d) Check test papers, quizzes and other requirements
 - e) Submit gradesheets two weeks after final examination.
 - f) Supervise student theses, check thesis outlines and manuscripts.
- 30% - Conduct researches related to vegetables and jackfruit.
- 10% - Manage the Plant Disease Diagnostic Laboratory (an extension arm of the University) and supervise the Science Research Specialist in the diagnosis of plant diseases and recommend control measures to these diseases based on the results of the diagnosis.
- 5% - Do extension work. Act as resource speaker, subject matter specialist in farmers' trainings, forum and seminar.
- 3% - Perform other assigned functions of assigned by the Department Head.
- 2% - Participate in co-curricular activities.
- 100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Pest Management

Dean CAFS

16. NAME, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).
List only by their Item Nos. and Titles)

1. Victoria G. Palermo – Science Research Specialist, PDDL
2. Rezel M. Sagarino – SRA, ACIAR ICM Vegetable Project
3. Wences Rey B. de la Peña – SRA, ACIAR, Jackfruit Project
4. Jennie, Bantaculo – SRA, PCAARRD funded vegetable project
5. Enrico Virrey – SRA DA-BAR funded research Project

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
Laptop, microscope microcentrifuge, PCR machine, , laminar flow hood, electrophoresis machine, etc.

18. CONTACTS

	Occasional	Frequent
General Public	: X :	: :
Other Agencies	: X :	: :
Supervisors	: :	: X :
Management	: :	: X :
Others (Specify)	: :	: :

19. WORKING CONDITION

Normal Working Condition	: X :
Field Work	: X :
Field Trips	: X :
Exposed to Varied weather	: X :
Others (Specify)	: :

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

Date

L. M. Borines
LUCIA M. BORINES
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.

to provide instruction, research & extension services

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

Instruction

23a. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should filled for all positions other than teaching.

Education: Relevant masteral degree

Experience: 5 yrs of relevant experience, 02 hrs of relevant lang.

23b. LICENSES OR CERTIFICATES REQUIRED DOING THIS WORK, IF ANY.

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

Date

J. L. Lim
JESUSITO L. LIM
Head, DPM

23. APPROVED:

Date

J. L. Bacusmo
JOSE L. BACUSMO
Head of Agency