| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form) | 1. NAME OF EMPLOYEE<br>BORINES LUCIA MARAHAMA<br>(Family Name) (Given Name) (Middle Name) |
|---|---|
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br>Visayas State University, Baybay City, Leyte | 3. BUREAU OR OFFICE<br>Dept. of Pest Management and Plant Disease Diagnostic Laboratory |
| 4. DEPT./BRANCH/DIVISION<br>Pest Management | 5. WORK STATION/PLACE OF WORK<br>Plant Disease Diagnostic Laboratory, DPM |
| 6a. PRES. APPRO. 6b. PREV. APPRO<br>ACT/ ACT/<br>BOARD RES/ BOARD RES/<br>ORD. NO. ORD. NO.<br>ITEM NO. ITEM NO. | 7a. SALARY P.A.:<br>7b. OTHER COMPENSATION: P 24,000.00 |
| 8. OFFICIAL DESIGNATION OF POSITION<br>Professor I | 9. WORKING PROPOSED TITLE |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | 11. OCCUPATION GROUP TITLE<br>(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: | D U T I E S |
|---|---|
| | 1) Teaches Plant Pathology, Plant Protection and Microbiology Courses — 30% |
| | 2) Conducts Researches - (Please see attached list of researches) — 30% |
| | 3) DO extension work (Please see attached extension workloads) + consultancy services (+ consultancy engagement) — 10% |
| | 4) Thesis advicement (Graduate and undergraduate advisees) — 10% |
| | 5) Manage the operations of the Plant Disease Diagnostic Laboratory — 10% |
| | 100% |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR |
|---|---|
| Department Head | 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)
no items - research assistants only

17. **MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.**
Microscope, PCR machine, gel electrophoresis, microcentrifuge, laminar flow hood, oven, computers, LCD projectors, gel documentation system etc...

18. **CONTRACT**

| | Occasional | Frequent |
|---|---|---|
| General Public | [X] | [ ] |
| Other Agencies | [X] | [ ] |
| Supervisors | [ ] | [X] |
| Management | [ ] | [X] |
| Other (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.**

Dec. 20, 2011
**Date**

Ian Borines
**Signature of Employee**

21. **Describe briefly the general function of the Unit or Section.**
DPH - Offers undergraduate and graduate courses in Plant Protection, Plant Pathology, Entomology + weed science, Conducts research + Extension work
PDDL - An Extension arm of DVPRE - diagnose disease specimens submitted by farmers, students, technicians, researchers, scientists etc... + recommend control measures.

22. **Describe briefly the general function of the position.**
Teaches Plant Pathology, Plant Protection and microbiology courses; advise thesis student
Conducts researches on jackfruit, vegetables, and abaca; do extension work
Manage the Plant Disease Diagnostic laboratory, + other functions

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:** 4 yrs. of relevant experience; 24 hours of relevant training.

23b. **Licenses or certificates required to do this work, if any.**
Licensed Agriculturist, Civil Service Eligible, Several trainings, PPA Accredited Researcher

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

21 Dec. 2011
**Date**

for JESUSITO L. LIMA
**Signature and Title of Immediate Supervisor**

25. **APPROVED:**

**Date**

JOSE L. BACUSMO
**Head of Agency**

LMS