

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BORINES LUCIA KARAHARA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Pest Management		5. WORK STATION/PLACE OF WORK VSU Plant Disease Diagnostic Laboratory	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ IT 11000-APR04-3-2004	
7a. SALARY P.A.: P 356,200.00		7b. OTHER COMPENSATION PERA/ACA P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor IV		9. WORKING PROPOSED TITLE Associate professor V	
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 ☐ 4th ☐ 5th ☐ 6th ☐			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
DUTIES			
1. Teaches Plant Protection, Plant Pathology and Microbiology Courses (Graduate and Undergraduate) 2. Conducts Researches - current component leader of ACIAR Hort 2007/067/02 and PCARRD/DOST Funded jackfruit researches 3. Head Plant Disease Diagnostic Laboratory - supervise RA in the actual diagnosis of samples 4. Affiliate staff NARC and member Regional Abaca Commodity Team - Reviews Research Proposals, makes proposals etc... 5. Member Institutional Biosafety Committee - Reviews Research Proposals related to Biotech, GMOs, monitor researches related to these 6. Consultant, CAPE Program of DOST - SLEH COOP, MAASIN SO. LEYTE and a private farm in Eastern Samar. 7. Reviewer Agriculture Board Exam (Plant Pathology), CA 8. Evaluator VSU Annual Research In-house Review 9. Subject Matter Specialist DPH Pest Clinic 10. Reviewer Annals of Tropical Research 11. Others... (member faculty + staff choral ensemble, editor Pest Bytes)			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>Department Head</u>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>College Dean</u>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7 list only by their item nos. and titles) <u>Victoria G. Palermo, Gil Guadaluver - Research Assistants</u>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <u>calculator, books, etc.</u>																			
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="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 Normal Working Condition ☒ Field work ☐ Field Trips ☒ Exposed to Varied Weather ☒ sometimes Other's (Specify) ☐
	Occasional	Frequent																	
General Public	☐	☒																	
Other Agencies	☐	☒																	
Supervisors	☐	☒																	
Management	☐	☒																	
Others (Specify)	☐	☐																	
20. I CERTIFY that the above answers are accurate and complete. <u>Oct. 11, 2009</u> Date <u>LUCIA M. BORINES</u> Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. <u>Teaching, Research and Extension works related to Plant Protection</u>																			
22. Describe briefly the general function of the position. <u>Teaches Plant Protection, Plant Pathology and Microbiology courses. Conducts researches related to Plant Diseases, Do extension work. Has a diagnostic lab for plant diseases and some other extra assignments...</u>																			
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). RM Education: <u>Relevant masteral degree.</u> Experience: <u>3 yrs. of relevant experience; 16 hrs. of relevant training.</u>																			
23.b. Licenses or certificates required to do this work, <u>Licensed Agriculturist, Civil Service eligible</u>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date <u>[Signature]</u> Signature and Title of Immediate Supervisor																			
25. APPROVED _____ Date <u>JOSE L. BACUSMO</u> Head of Agency																			