

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
PIAMONTE ROBELYN TORTILLAS
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE
Visayas State University

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO.

ITEM NO.

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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 attach additional sheets.

Percent of
Working
Time

DUTIES:

20 %

In-charge of the integrated pest management section of the center

15 %

Handles laboratory classes at the Department of Pest Management

30 %

Prepares proposals and conducts research on integrated pest management of abaca

15 %

Serves as resource person during trainings and seminars

15 %

Assist in the implementation of the Bantay Alcoheres Program for region 8

5 %

Performs other duties assigned by the immediate supervisor

100 %

JOSEF BACUSMO

President
Head of Agency

25. APPROVED

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/VP, Research & Extension

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).
SRA, Laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT

19. WORKING CONDITION

Occasional Frequent
General Public x
Other agencies x
Supervisors x
Management x
Others (specify)

Normal Working Condition x
Field Work x
Field Trips x
Exposed to varied weather x
Other (specify) travels

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

10 May 2013
Date

ROBELYN T. PIAMONTE
Signature of employee

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

to conduct research and extension services on all aspects of abaca

22. Describe briefly the general function of the position

to do research work and instruction

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 qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: MS degree in the area of specialization

Experiences: not required

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

BS in Agriculture

24. I hereby certify that the above answers are accurate and complete.

Date

RUBEN M. GAPASIN
Director, NARC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
President
Head of Agency