

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC

6a. PRES. APPROP.

ACT/ BP BLG. 879

BOARD RES./

ORD. NO.

ITEM NO. 15

6b. PREV. APPROP

ACT/ BP BLG. 866

BOARD RES./

ORD. NO.

ITEM NO. 15

8. OFFICIAL DESIGNATION OF POSITION

1. NAME OF EMPLOYEE

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

P19,584.00

COLA

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 attach additional sheets.

Percent of:

Working

Time

40%

1. Implements approved research studies on cultural management and production of root crops;

40%

2. Prepares reports on his studies and project proposals covering production aspects and other related projects on root crops;

20%

3. Performs other duties that the PRCRTC Director may assign from time to time.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
OIC, PRCRTC : Director of Research

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7), List only by their item nos. and titles.

None

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

Weighing scales, t-square, calculator, etc.

18. CONTACTS

Occasional

Frequent

General Public

: ☒ :

: : :

Other Agencies

: ☒ :

: : :

Supervisors

: : :

: ☒ :

Management

: : :

: ☒ :

Others (specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: : :

Field Work

: ☒ :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (specify)

: : :

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

✓ 5/15/87
Date

ALFREDO G. DINGAL
Signature of Employee

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

To conduct research, instruction, training and extension services and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To implement approved research studies on cultural management and production of root crops.

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 : BS degree with specific area of specialization plus other requirements per QS of the College.

Experience:

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

None required

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

Date

MANUEL K. PALOMARI - OIC, PRCRTC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
Head of Agency