

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/EO 87

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/ BP Blg. 879

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

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: DUTIES

Working :

Time :

90%

1. To prepare research proposals on processing equipment for local and international funding and implement approved ones.

10%

2. To perform other functions as the supervisor or Acting Dir. may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Acting Director, PRCRTC : Director of 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).
None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Balances, microscopes, light meter, pH meter, etc.

18. CONTACTS : 19. WORKING CONDITION

	Occasional	Frequent		
General Public	☒	☐	Normal Working Condition	☒
Other Agencies	☐	☐	Field Work	☐
Supervisors	☐	☒	Field Trips	☐
Management	☐	☐	Exposed to varied Weather	☐
Others (Specify)	☐	☐	Others (Specify)	☐

20. I CERTIFY that the above answers are accurate and complete.
June 2, 1987
Date
DANIEL LESLIE S. TAN
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 prepare research proposals on processing equipment for local and international funding.

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
Experience: plus other requirements per QS of the College

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. PALOMAR - Acting Dir., PRCRTC
Signature and Title of Immediate Supervisor

25. APPROVED:
Date
M. R. Villanueva
Head of Agency