

<p align="center">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>		<p>1. NAME OF EMPLOYEE</p> <p align="center"><u>TAN</u> <u>JULIE</u> <u>DIAMANTE</u></p> <p align="center"><small>(Family Name)</small> <small>(Given Name)</small> <small>(Middle Name)</small></p>	
<p>2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT</p> <p align="center">Leyte State University</p>		<p>3. BUREAU OR OFFICE</p> <p align="center">Leyte State University</p>	
<p>4. DEPT./BRANCH/DIVISION</p> <p align="center">PhilRootcrops</p>		<p>5. WORK STATION/PLACE OF WORK</p> <p align="center">Baybay, Leyte</p>	
<p>6a. PRES. APPRO 6b. PREV. APPRO</p> <p>ACT/ ACT/</p> <p>BOARD RES/ BOARD RES/</p> <p>ORD. NO. ORD. NO.</p> <p>ITEM NO. ITEM NO.</p>		<p>7a. SALARY P.A.: P 270,252.00</p> <p>7b. OTHER COMPENSATION: PERA/ACA</p>	
<p>8. OFFICIAL DESIGNATION OR POSITION</p> <p align="center">Professor III</p>		<p>9. WORKING PROPOSED TITLE</p>	
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>		<p>11. OCCUPATION GROUP TITLE (leave blank)</p>	
<p>12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS</p> <p>MUNICIPALITY CITY PROVINCE</p> <p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p align="center"> 1st 2nd 3rd 4th 5th 6th </p>			
<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>			
<p>Percent of Working Time : DUTIES</p>			
<p>50% To make and implement research proposals in rootcrop processing and utilization;</p> <p>20% To spearhead the culture collection center of the University;</p> <p>10% To supervise the research staff in Postproduction Division of PhilRootcrops;</p> <p>10% To teach food science courses; and</p> <p>10% To do other duties that may be assigned by the supervisor from time to time.</p>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Center Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director for Research and Extension

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

Roney H. Perez – SRA (MOOE) ; Lucenita S. Estoy – Science Aide (MOOE) 276

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

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[/]
Other Agencies	[]	[/]
Supervisors	[]	[/]
Management	[]	[/]
Others (Specify) Students	[]	[/]

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

December 5, 2005

Date

JULIE D. TAN

Signature of Employee

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

To conduct research on postproduction technologies for rootcrops.

22. Describe briefly the general function of the position.

To make and implement research proposals on postproduction technologies for rootcrops.

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: 5 years of relevant experience; 32 hours of relevant training.

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

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

Date

ALGERICO M. MARISCAL – Center Director

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency