

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

Philippine Root Crop Research and Training
Center

6a. PRES. APPROP.

ACT/BP Blg. 230

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist IV

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

TULIN

EDGARDO

E.

(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 P20,580.00 p.a.

ACTUAL

P20,580.00 p.a.

cola

9. WORKING PROPOSED TITLE

Science Research Specialist IV

11. OCCUPATION 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: DUTIES ---

Working :
Time :

40%

To prepare research proposals for submission to local and foreign funding agencies.

20%

To conduct research on processing and biochemical studies on root crops.

20%

To assist the Head of the Post-Harvest Technology Section to formulate plans and policies in order to achieve the goals of the section.

20%

To perform other functions as may be assigned by the Director of PRORTC.

VIRCA
FILE

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director, 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.

Microscopes, balances, testtubes, refrigerator, slides, calculator, pHmeter, furnace, oven, 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.

Dec. 11, 1984

Date

EDUARDO E. TULIN

Signature of Employee

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

To conduct research, instruction, training and extension 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 for submission to local and foreign funding; to conduct research on processing and biochemical studies and on 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

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

12-11-84

Date

EMILIANA N. BERNARDO Director, PRCRTC
Signature and Title of Immediate Supervisor

25. APPROVED:

12-11-84

Date

SAMUEL S. GO

Head of Agency