

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

TAN DANIEL LESLIE S.
(FAMILY NAME) (GIVEN NAME) (M.I.)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

PRCRTC, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ RA 6831

BOARD RES./

ORD. NO.

ITEM NO. LS

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL

Ø49,092.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor III (Res/Ext)

9. WORKING OR PROPOSED TITLE

Instructor III (Res/Ext)

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

90%

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

10%

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

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

Microscope, light meter, pH meter, 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.

20 Nov 90

Date

Daniel
DANIEL LESLIE S. TAN
Signature of Employee

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

To conduct research, instruction, training & extension services & coordinate the national research program on rootcrops 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 plus

Experience: other requirements per QS of the College

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

None

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

Date

Jose L. Bacusmo
JOSE L. BACUSMO - Director, PRCRTC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva Jr.
M. R. VILLANUEVA Jr.
Head of Agency

Renewal 1-1-92