

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

TAN DANIEL LESLIE S.

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OR OFFICE

ViSCA

4. DEPT./BRANCH/DIVISION

PRCRTC/Engineering Division

5. WORK STATION/PLACE OF WORK

PRCRTC

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO. **LS**
ITEM NO.

6b. PREV. APPROP. ACT/
BOARD RES
ORD. NO.
ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

₱88,440.00

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor IV

9. WORKING PROPOSE TITLE

Assistant Professor IV

10. WAPCO CLASSIFICATION OF THIS POSITION

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
Working Time

DUTIES

30%

1. To plan, implement, coordinate and supervise the research and development program of the Engineering Division;

25%

2. To negotiate and collaborate with ViSCA departments or Centers and other institutions on postharvest handling and storage of root crops;

10%

3. To participate actively in the planning and implementation of PRCRTC activities;

25%

4. To manage the ViSCA Printing Press;

10%

5. To perform other duties that the Supervisor may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

OIC, 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)

1 Professor
1 Science Aide 2 Carpenters
3 Drivers 1 Mason
2 Labbrers 1 Watchman

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

Shop & Office Equipment

18. CONTACT

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

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	<u>X</u>
Field Trips	<u>X</u>
Exposed to Varied Weather	
Others (Specify)	

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

Oct. 16, 1995

Date

DANIEL LESLIE S. TAN

Signature of Employee

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

Design and production of suitable tools and equipment for root crops

22. Describe briefly the general function of the position.

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

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: MS AgEng.

Experience: 3 yrs

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

AgEng. Licensure Exam

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

FERNANDO A. EVANGELIO - OIC, PRCRTC

Signature and Title of Immediate Supervisor

Date

25. APPROVED:

SAMUEL S. GO
President