

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b>  <div style="display: flex; justify-content: space-between;"> <span>TAN</span> <span>DANIEL LESLIE</span> <span>SUEDE</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>	
<b>2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  Leyte State University		<b>3. BUREAU OR OFFICE</b>  Leyte State University	
<b>4. DEPT./BRANCH/DIVISION</b>  PhilRootcrops		<b>5. WORK STATION/PLACE OF WORK</b>  Baybay, Leyte	
<b>6a. PRES. APPRO</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>7a. SALARY P.A.:</b> P 259,860.00  <b>7b. OTHER COMPENSATION:</b> PERA/ACA VISCAB-APRO5-20-1998	
<b>8. OFFICIAL DESIGNATION OR POSITION</b>  Professor II		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS</b> MUNICIPALITY {    }      CITY {    }      PROVINCE {    }  <div style="display: flex; justify-content: space-around; font-size: small;"> <span>1<sup>st</sup></span> <span>2<sup>nd</sup></span> <span>3<sup>rd</sup></span> <span>4<sup>th</sup></span> <span>5<sup>th</sup></span> <span>6<sup>th</sup></span> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attached additional sheets.			
Percent of Working Time :		DUTIES	
25%	To prepare research proposals and implement approved research proposals on rootcrop processing and the design and development of processing machines;		
25%	To prepare reports for ongoing and completed research projects;		
15%	To participate actively in the planning and implementation of PhilRootcrops activities;		
15%	To teach agricultural engineering courses and basic mathematics course; and		
20%	To perform other duties that the President, Director or immediate supervisor may assign.		

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)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
Computer and its peripherals, Power tools, 4WD tractor, Hand tools, GPS

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

Dec. 6, 2005

Date

  
DANIEL LESLIE S. TAN

Signature of Employee

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

To plan, implement, coordinate, supervise R & D of the engineering components of the production and processing of root crops.

22. Describe briefly the general function of the position.

Teach Agricultural Engineering courses, conduct R & D related to the processing of 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 years 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