

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

**TULIN ANABELLA B.**

(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

5. WORK STATION/PLACE OF WORK

**PRCRTC/Production Improvement Division**

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

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

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

40%

To implement approved research projects pertaining to soil aspects in root crop production;

20%

To prepare progress reports for ongoing and terminal reports for completed experiment whenever needed;

20%

To make project proposals for local and external funding on soil-plant-water relationships covering root crops;

10%

To teach some soil science courses whenever required;

10%

To perform other duties that the PRCRTC Director may assign from time to time.



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

**Associate Professor V**

**Center Director**

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.

18. CONTACT

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

19. WORKING CONDITION

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

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

October 24, 1997

Date

Anabella B. Tulin  
**ANABELLA B. TULIN**

Signature of Employee

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

**To conduct researches related to improvements of root crop production**

22. Describe briefly the general function of the position.

**To conduct researches related to plant-soil-water relationships affecting root crop production**

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:

Experience:

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

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

15 Dec 1997

Date

ALGERICO M. MARISCAL - Assoc. Prof. V

Signature and Title of Immediate Supervisor

25. APPROVED:

**SAMUEL S. GO**  
**President**