

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 Crops Research & Training
Center

6a. PRES. APPROP.
ACT/ BP Blg. 131
BOARD RES./
ORD. NO.
ITEM NO. 113

6b. PREV. APPROP.
ACT/ Blg. 80
BOARD RES./
ORD. NO.
ITEM NO. 146

8. OFFICIAL DESIGNATION OF POSITION

Science Research Assistant II

10. WAPCO CLASSIFICATION OF THIS POSITION

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

70%

1. Implements approved research studies on cultural management and production of root crops.

20%

2. Prepares reports on his studies and project proposals covering production aspects and other related projects on root crops.

10%

3. Performs other duties that the PRCRTC Director may assign from time to time.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Officer in Charge, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research/ College President

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.

Calculatory weighing scale, meter stick, oven dryer, etc.

18. CONTACTS

	Occasional	Frequent
General Public	:X:	:
Other Agencies	:X:	:
Supervisors	:	:X:
Management	:	:X:
Others (Specify)	:	:

19. WORKING CONDITION

Normal Working Condition	:X:
Field Work	:
Field Trips	:
Exposed to varied Weather	:
Others (Specify)	:

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

5.16.83

Date

ALFREDO G. DINGAL

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 conduct research on cultural management and production of 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
Experience: 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.

5.23.83

Date

EMILIANA N. BERNARDO, Officer in Charge, PR

Signature and Title of Immediate Supervisor

PRCRTC

25. APPROVED:

5.24.83

Date

F. A. BERNARDO
Head of Agency

