

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT
VISA AS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC, VISA

6a. PRES. APPROP.
ACT/ BO 87/
BOARD RES./
ORD. NO.
ITEM NO.

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

8. OFFICIAL DESIGNATION OF POSITION

10. Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

TAN DANIEL LESLIE S
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED
ACTUAL ₱31,776.00

7b. OTHER COLA

COLA

9. WORKING PROPOSED TITLE

Instructor III

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st

☐☐☐☐☐☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

90%

1. To prepare research proposals on processing equipment for local & international funding.

10%

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

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, PRRTC

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) only by their nos. and titles.

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Balances, 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.

10/24/89

Date

Signature of Employee

DANIEL LESLIE S. TAN

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

To conduct research, instruction, training and extension services & coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To prepare research proposals on processing equipment for local and international funding.

23.a. 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 w/ specific area of specialization plus

EXPERIENCE: other requirements per CS 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.

24 October 89

Date

MANUEL K. PALOMAR - Director

Signature and Title of Immediate

Supervisor

25. APPROVED:

24 October 89

Date

M. R. VILLANUEVA

Head of Agency