

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> TAMBIS MARLON MAGALONA </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">Visayas State University</div>		3. BUREAU OR OFFICE <div style="text-align: center;">Visayas State University</div>	
4. DEPT./BRANCH/DIVISION <div style="text-align: center;">PhilRootcrops</div>		5. WORK STATION/PLACE OF WORK <div style="text-align: center;">Baybay, City</div>	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA & ACA – P2,000.00/mo	
8. OFFICIAL DESIGNATION OR POSITION <div style="text-align: center;">INSTRUCTOR</div>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNEMNT UNTI AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st 2nd 3rd 4th 5th 6th </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :			
D U T I E S			
25%	To conduct socio-economic studies/researches on rootcrops		
25%	To facilitate the conduct of rootcrop extension activities		
25%	To conduct monitoring and evaluation of the technologies and extension activities of the Philrootcrops		
20%	To teach Economics subjects as needed		
5%	To do other works that may be assigned by the immediate supervisor		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

Computer

18. CONTACT

Occasional

Frequent

General Public

[x]

[]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

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

Sept 1, 2016

Date


MARLON M. TAMBIS
Signature of Employee

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

Conduct Economics related researches and extension services on rootcrops

22. Describe briefly the general function of the position.

Conduct Economics related researches and extension services on rootcrops as well as teach Economics subjects

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 in Ag. Economics

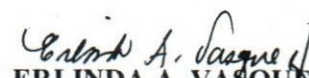
Experience:

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

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

September 1, 2016

Date


ERLINDA A. VASQUEZ - Professor
Signature and Title of Immediate Supervisor

APPROVED:

Date


EDGARDO E. TULIN
Head of Agency