

(POSITION DESCRIPTION FORM)

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. 21-64

ITEM NO.

:6b. PREV. APPROP.

: ACT/ BP B1g. 80

BOARD RES./

ORD. NO.

ITEM NO. 54-5

8. OFFICIAL DESIGNATION OF POSITION

Instructor

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

25%	To implement projects related to the cassava varietal improvement
25%	To prepare the necessary reports for the researches he is handling.
20%	To provide leadership in the cassava <i>varietal activities</i> <u>varietal activities</u> .
20%	To make research proposals necessary for the improvement of the cassava industry
10%	To do other jobs assigned to him from time to time

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Officer in Charge, P R C R T C

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Instruction

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.
calculator, microscope, spading fork and etc.

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION	
General Public	: X :	: :	Normal Working Condition	: X :
Other Agencies	: X :	: :	Field Work	: :
Supervisors	: :	: X :	Field Trips	: :
Management	: :	: X :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

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

12-20-82
Date

JOSE L. RACUSMO
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To conduct research, instruction, training and extension services and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.
To implement projects related to the cassava varietal improvement.

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.

12-20-82
Date

EMMA S. DATA
Signature and Title of Immediate Supervisor

25. APPROVED:

12-29-82
Date

F. A. BERNARDO
Head of Agency

