

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

1. NAME OF EMPLOYEE

ORIAS RAMON RAAGAS
(FAMILY, GIVEN, MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OF OFFICE

4. DEPT./BRANCH/DIVISION
PRCRTC, VISCA

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP. ACT/ **EO 87**
BOARD RES./
ORD. NO.
ITEM NO. **26-14**

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

7a. SALARY P.A. AUTHORIZED
ACTUAL **40,728**
7b. OTHER COMPENSATION
OOIA

8. OFFICIAL DESIGNATION OF POSITION
Assistant Professor II

9. WORKING OR PROPOSED TITLE
Assistant Professor II

10. WAPCO CLASSIFICATION OF POSITION

11. OCCUPATIONAL 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 additional sheets.

Percent of
Working
Time

40%

1. To plan, implement, coordinate & supervise the research & development program of the section;

40%

2. To negotiate & collaborate w/ VISCA departments or center & other institutions on engineering aspects related to root crops;

10%

3. To participate actively in the planning and implementation of PRCRTC activities;

10%

4. To perform other duties as the Director may assign.

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

Director, PRCRTC

Director of Research & Extension

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.

Technical references, etc.

18. CONTACTS
19. WORKING CONDITION

	Occasional	Frequent
General Public	☒ 1	☐
Other Agencies	☐	☐
Supervisors	☐	☒
Management	☐	☒
Others (specify)	☐	☐

Normal Working Condition
Field Work
Field Trips
Exposed to
Others ()

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

7-12-88

Date

[Signature]

RAMON R. ORTAS

Signature of Employee

21. Describe briefly the general function of the unit or section.

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

22. Describe briefly the general function of the position.

To plan, implement and coordinate the research and development program of the section.

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 degree with specific area of specialization plus other requirements per QS of the College

Experience:

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

None

24. I hereby certify that the above answers are accurate and complete.

11/9/89

Date

MANUEL K. PAIOMAR - Director

Signature and Title of Immediate Supervisor

25. APPROVED:

November 10/89
Date

[Signature]
M. R. VILLANUEVA
Head of Agency