

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. 80

BOARD RES./

ORD. NO. 54-4

ITEM NO.

6b. PREV. APPROP.

ACT/BP Blg. 40

BOARD RES./

ORD. NO. 50-5

ITEM NO.

1. NAME OF EMPLOYEE

BACUSMO

(FAMILY NAME)

JOSE

(GIVEN NAME)

LASTINGSA

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED P19,584.00

ACTUAL P19,584.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING OR PROPOSED TITLE

Instructor

10. WAPCO CLASSIFICATION OF THIS 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 attach additional sheets.

Percent of : DUTIES

Working
Time

40%

1.

To implement projects related to the cassava varietal improvement;

30%

2.

To prepare the necessary reports for the researches he is handling;

20%

3.

To make research proposals necessary for the improvement of the cassava industry;

10%

4.

To assist the head of varietal improvement in the cassava breeding activities;

10%

5.

To perform other jobs assigned to him from time to time by the Director/Acting Director/Office in Charge of the Center.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Officer in Charge, PRORTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

Forceps, headband binoculars, microscopes, weighing scales, etc.

18. CONTACTS

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

19. WORKING CONDITION

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

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

Date

JOSE L. BACUSMO

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 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
 Experience: requirements 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.

Date

EMMA S. DATA, Officer in Charge,
 Phil. Root Crops Reser
 Signature and Title of Immediate
 Supervisor Research Center

25. APPROVED:

Date

F. A. BERNARDO
 Head of Agency