

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE QUEVEDO MARCELO A (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION PhilReetcrops, VSU		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: 640056.00 P 7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. 2014-2015			
8. OFFICIAL DESIGNATION OF POSITION Professor IV		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION 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 attached additional sheets.			
Percent of : Working Time:			
D U T I E S 1. To prepare project proposals on post harvest technology and physiology of reet crops for local and external funding; 2. To implement existing projects on post harvest technology and other related field. 3. To gather and interpret data and prepare technical reports on post harvest technology. 4. To handle course in horticulture related to field of specialization. 5. To do extension services to reet crop clientele. 6. To manage sage experiment. 7. To perform other duties the PhilReetcrops Director may assign pertaining to post harvest technology.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; padding: 5px;">Director</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; padding: 5px;">Professor</div>																		
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. <div style="text-align: center; padding: 5px;">computer, books, printer, etc.</div>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; padding: 5px;">Nov. 8, 2011</div> <div style="text-align: center; padding: 5px;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; padding: 5px;"> MARCELO A. QUEVEDO </div> <div style="text-align: center; padding: 5px;">Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; padding: 5px;">Provide instruction, research & extension</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center; padding: 5px;">Instruction</div>																			
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: <u>Relevant doctoral degree</u> Experience: <u>5 years of relevant experience</u>																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; padding: 5px;">Nov. 7, 2011</div> <div style="text-align: center; padding: 5px;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; padding: 5px;"> JULIETA M. ROA </div> <div style="text-align: center; padding: 5px;">Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; padding: 5px;"> <hr style="width: 100%; border: 0.5px solid black;"/> <div style="text-align: center; padding: 5px;">Date</div> </div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; padding: 5px;"> JOSE L. BACUSMO Head of Agency </div> </div> </div>																			