

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

Phil. Root Crop Research & Training Center

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES./

ORD. NO.

ITEM NO. 26-14

6b. PREV. APPROP.

ACT/ BP Blg. 879

BOARD RES./

ORD. NO.

ITEM NO. 28-13

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

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 :

40%

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

40%

2. To negotiate and collaborate with ViSCA departments or centers and other institutions on engineering aspects related to root crops

10%

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

10

4. To perform other duties that the PRCRT Director may assign

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

Director, PRCHTC

Director of Research

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

18. CONTACTS

19. WORKING CONDITION

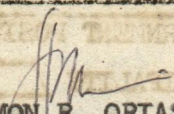
	Occasional	Frequent
General Public	: x :	: :
Other Agencies	: x :	: :
Supervisors	: :	: x :
Management	: :	: x :
Others (Specify)	: :	: :

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.

Feb. 24, 1988

Date


RAMON R. ORIAS

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 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).

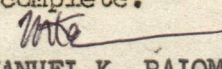
Education: BS degree w/ specific area of specialization plus
Experience: other requirements per QS of the College

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

None

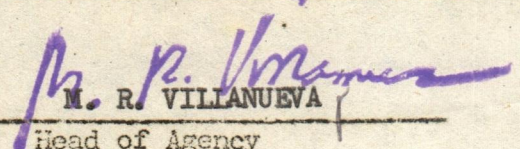
24. I hereby certify that the above answers are accurate and complete.

Date


MANUEL K. PALOMAR - Director, PRCHTC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


M. R. VILLANUEVA
Head of Agency