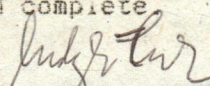
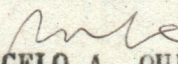
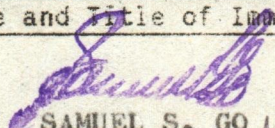


REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u> SANDO E. </u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE PRCRTC, VISCA	
4. DEPT./BRANCH/DIVISION PRCRTC		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OF POSITION Associate 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			
40%	:	1. To prepare research proposals on biotechnology of root crops and submit the same to local and foreign funding agencies;	
30%	:	2. To negotiate and collaborate with VISCA departments or Centers and other institutions on post-production aspects of root crops;	
20%	:	3. To participate actively in the planning and implementation of PRCRTC activities;	
10%	:	4. To perform other duties that his supervisor and the PRCRTC Director may assign.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Associate Professor IV	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Center Director																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) n/a																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																													
18. CONTRACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</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;">[x]</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	[]	[x]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	Occasional	Frequent																											
General Public	[]	[x]																											
Other Agencies	[]	[]																											
Supervisors	[]	[]																											
Management	[]	[x]																											
Other (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 <u>May 5, 1997</u> Date  EDGARDO E. TULIN Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Development of appropriate postproduction technologies for root crops																													
22. Describe briefly the general function of the position.																													
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: Masteral degree in the area of specialization Experience: 4 years relevant experience; 24 hours of relevant training																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>May 6, 1997</u> Date  MARCELO A. QUEVEDO - Assoc. Professor Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date  SAMUEL S. GO President Head of Agency																													