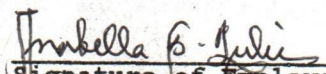
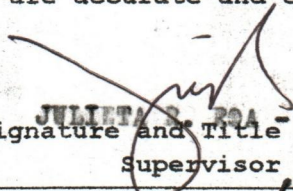
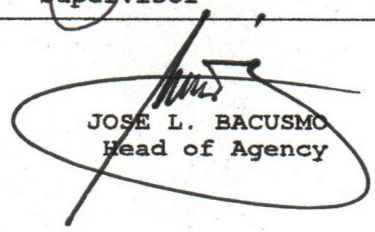


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TULIN ANABELLA B. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION PhilReesterops		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. PROF6-6-2011		7a. SALARY P.A.: 749,856.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION PROFESSOR VI		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 25% 1. To formulate and implement researches on the soils aspects of crop production. 25% 2. To teach courses on Soil Science, Environmental Chemistry and Foreign Language. 25% 3. To serve as Head of the Alumni and Community Relations Office and oversee all alumni related activities. 25% 4. To conduct various extension related activities in the university.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;">Director</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;">President</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="margin-top: 10px;">computer, printer, books, pens, etc.</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="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 <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>November 9, 2011</u> Date </div> <div style="text-align: center;">  Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="margin-top: 10px;">Develop production technologies for rooterops</div>																													
22. Describe briefly the general function of the position. <div style="margin-top: 10px;">To prepare & implement researches related to the soil's aspects of rooterop production</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). <div style="margin-top: 10px;">Education: Doctoral Degree in the area of specialization</div> <div style="margin-top: 10px;">Experience: 5 years of relevant experience & 32 hours of relevant trng.</div>																													
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; margin-top: 20px;"> <div style="text-align: center;"> <u>11/17/2011</u> Date </div> <div style="text-align: center;">  JULIETA S. ROSA - Director Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																													