

REPUBLIC OF THE PHILIPPINES : 1. NAME OF EMPLOYEE  
BC-CSC Form No. 1 : LORETO MANOLO BACUSMO JR.  
(POSITION DESCRIPTION FORM) : (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)  
2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT : 3. BUREAU OR OFFICE  
Visayas State College of Agriculture  
4. DIST./BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK  
Philippine Root Crops Research & Training : Baybay, Leyte  
6a. PRES. APPROP. : 6b. PREV. APPROP. : 7a. SALARY : 7b. OTHER COMPENSATION  
ACT/BP Blg. 40 : ACT/BP lg. 1 : AUTHORIZED ₱11,328.00 p.a.  
BOARD RES. : BOARD RES. : ACTUAL  
ORD. NO. : ORD. NO. : ₱11,328.00 p.a.  
ITEM NO. : ITEM NO. 132 :  
8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE  
Instructor : Instructor  
10. WAPLO 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 7th  
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.  
Percent of :  
Working Time : DUTIES  
30% To make designs, construct and evaluate tools and equipment for root crop production and processing  
30% To make improvements on existing machineries for root crop production and processing  
15% To prepare research proposals on root crops for local and foreign funding  
15% To prepare reports on ongoing and completed research projects  
10% To perform other duties that may be assigned to him by his supervisor

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Director, PRCRTU : 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.

| 18. CONTACTS     | Occasional                          | Frequent                            | 19. WORKING CONDITION     |                                     |
|------------------|-------------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| General Public   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Normal Working Condition  | <input checked="" type="checkbox"/> |
| Other Agencies   | <input type="checkbox"/>            | <input type="checkbox"/>            | Field Work                | <input type="checkbox"/>            |
| Supervisors      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Field Trips               | <input type="checkbox"/>            |
| Management       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Exposed to varied Weather | <input type="checkbox"/>            |
| Others (Specify) | <input type="checkbox"/>            | <input type="checkbox"/>            | Others (Specify)          | <input type="checkbox"/>            |

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

APR 29, 1980

Date

MANOLO B. LORETO, JR.

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To conduct research, training and extension services; perform instructional activities; coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To conduct researches and makes designs for the root crops production and 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 requirements

Experience: 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.

4-30-80

Date

M. R. Villanueva, Director Philippine Root Crops

Signature and Title of Immediate Supervisor

25. APPROVED:

4-30-80

Date

F. A. BERNARDO

Head of Agency