

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 College of Agriculture

3. BUREAU OR OFFICE

ViSCA

4. DEPT./BRANCH/DIVISION

PRCRTC/Varietal Improvement Division

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO. 140-4
ITEM NO.

6b. PREV. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱88,440.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

9. WORKING PROPOSE TITLE

Assistant Professor IV

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 attach additional sheets.

Percent of
Working Time

DUTIES

40%

1. To implement approved research projects pertaining to soil aspects in root crop production;

20%

2. To prepare progress reports for ongoing and terminal reports for completed experiment whenever needed;

20%

3. To make project proposals for local and external funding on soil-plant-water relationships covering root crops;

10%

4. To teach some soil science courses whenever required;

10%

5. To perform other duties that the PRCRTC Director may assign from time to time.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR **Professor III** 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

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	<u>X</u>	
Other Agencies	<u>X</u>	
Supervisors		<u>X</u>
Management	<u>X</u>	
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	<u>X</u>
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

Oct. 13, 1995

Date

ANABELLA B. TULIN

Signature of Employee

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

To conduct researches related to improvements of root crop production

22. Describe briefly the general function of the position.

To conduct researches related to plant-soil-water relationships affecting root crop production

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 ihe area of specialization plus other requirements per QS of the College.**

Experience: **3 years relevant experience & 16 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.

ALGERICO M. MARISCAL - Professor III

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO
President