

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> (Position Description Form)		<b>1. NAME OF EMPLOYEE</b>  TAMBIS                      MARLON                      M. <small>(Family Name)                      (Given Name)                      (Middle Name)</small>	
<b>2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  Visayas State University		<b>3. BUREAU OR OFFICE</b>  Visayas State University	
<b>4. DEPT./BRANCH/DIVISION</b> PhilRootcrops		<b>5. WORK STATION/PLACE OF WORK</b> Baybay, City	
<b>6a. PRES. APPRO</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>VSAM-INST-2-2017</i>	<b>7a. SALARY P.A.:</b> P239,280.00  <b>7b. OTHER COMPENSATION</b> PERA- P2,000.00/mo.	
<b>8. OFFICIAL DESIGNATION OR POSITION</b>  Instructor 1		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS</b> MUNICIPALITY [    ]                      CITY [    ]                      PROVINCE [    ]  1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attached additional sheets.			
Percent of Working Time :                      DUTIES			
25%	a.	Make programs/project proposals/value chain analysis & other socio-economic aspects of rootcrops;	
25%	b.	Implement projects on supply/value chain analysis and other socio-economic aspects of rootcrops;	
25%	c.	Teach at least 6 units of Economics courses at the Department of Economics;	
20%	d.	Implement newly approved projects on supply/value chain analysis of crops other than	
5%	e.	Do other tasks assigned by his supervisor as the need arise.	
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor

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)

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

Computer

18. CONTACT

Occasional

Frequent

General Public

[ x ]

[ ]

Other Agencies

[ ]

[ ]

Supervisors

[ ]

[ ]

Management

[ ]

[ ]

Others (Specify)

[ ]

[ ]

19. WORKING CONDITION

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

Oct 30, 2014

Date

MARLON M. TAMBIS

Signature of Employee

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

To provide instruction, research & extension services

22. Describe briefly the general function of the position.

Instruction

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: MS with specific area of specialization plus other requirements per QS of the University.

Experience: none

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

JULIETA R. ROA - Professor

Signature and Title of Immediate Supervisor

APPROVED:

Date

JOSE L. BACUSMO

Head of Agency