

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TULIN EDGARDO ESCUADRA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Visca,Baybay City, Leyte	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. VISCAB-SUCPRES4-1-2007		7a. SALARY P.A.: P1,080,000.00 7b. OTHER COMPENSATION: P 24,000	
8. OFFICIAL DESIGNATION OF POSITION SUC President 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 [x] PROVINCE [] 1st 2nd 3rd 4th 5th 6th [] [] [] [x] [] []			
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			
80% 1. Exercises general supervision over and direction of the operation of the University; 10% 2. Teaches assigned subject and performs other teaching related functions; 10% 3. Conducts research projects. ----- 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) VSU administrators			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, pens, etc.			
18. CONTRACT		19. WORKING CONDITION	
Occasional		Frequent	
General Public		[x]	
Other Agencies		[x]	
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.			
Date		Signature of Employee	
21. Describe briefly the general function of the Unit or Section. General supervision over and direction of the operation of the University;			
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: PhD in Agricultural Science			
Experience: 5 yrs in position/involving management & supervision			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Date		Signature and Title of Immediate Supervisor	
25. APPROVED:			
Date		EDGARDO E. TULIN Head of Agency	