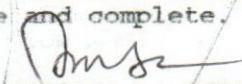
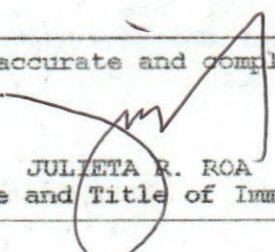
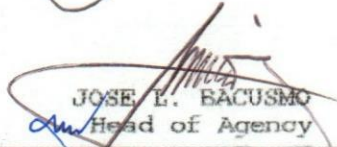


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE QUEVELDO MARCELO AMARILA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION PhilRooterops		5. WORK STATION/PLACE OF WORK VSU, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>VLCAb-PP02-8-2008</i>		7a. SALARY P.A.: P/ 437,064.00 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Professor II		9. WORKING PROPOSED TITLE Professor III	
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:			
DUTIES			
30% 30% 25% 15%	1. Conduct researches on Physiology of Rootcrops and other crops 2. Teach Horticulture subjects especially on Postharvest Physiology perishable roots. 3. Conduct extension activities for Rootcrops 4. Supervise the Feedmill operation of VSU.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Professor III</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Director, PhilRootcrops</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Laborer, students																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Computer, LCD, Farm tools equipments</p>																													
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;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[x]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[x]	Field Trips	[]	Exposed to Varied Weather	[x]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> October 7, 2009 Date </div> <div style="text-align: center;">  MARCELO A. QUEVEDO Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. CONDUCT RESEARCH, extension activities of rootcrops.																													
22. Describe briefly the general function of the position. Conduct Research, extension and production activities of rootcrops.																													
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: Relevant masteral degree. Experience: 5 yrs of relevant experience; 72 hrs. 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. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> October 7, 2009 Date </div> <div style="text-align: center;">  JULYETA R. ROA Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																													