

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

ORIAS

RAMON

RAGAAS

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

PRCRTC

Baybay, Leyte

6a. PRES. APPROP.
ACT/BP Blg. 230

6b. PREV. APPROP.
ACT/BP Blg. 131

7a. SALARY P.A.

7b. OTHER COMPENSATION

BOARD RES./

BOARD RES./

AUTHORIZED

ORD. NO.

ORD. NO.

ACTUAL

ITEM NO. 29-2

ITEM NO. SB

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Science Research Specialist I

Science Research Specialist I

10. MAPCO 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

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of : DUTIES

Working
Time

90%

1. Performs design and development of root crop dicing device for home-based industry;
Testing, Evaluation and Improvement of Existing Root Crop Processing Machines at ViSEA;
Development of a Portable Root Crop Chip Grinder for Home Flour Production;
Development and Adoption of Suitable Processing Equipment for Soy-Sauce Production.

10%

2. Performs other functions which may be assigned by the Officer in Charge, PRCRTC.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Officer in Charge, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Research

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.

Chain hoist, Oxy-Acetylene Welding set; hadraulic jack, vise grip pliers, tachometer, pressure, steel rule, meter stick, electric motor, electric soldering, electric grinder, etc.

18. CONTACTS

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: X :

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.

3-16-84

Date

RAMON R. ORIAS

Signature of Employee

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

To conduct research, instruction, training and extension and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To conduct research on designing and development of root crop dicing device for home based industry; testing, evaluation and improvement of existing root crop processing machines; development and adoption of suitable processing equipment for soy-sauce 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: 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.

3-16-84

Date

EMILIANA N. BERNARDO, OIC, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

3-16-84

Date

F. A. BERNARDO

Head of Agency