

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

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

Leyte State University

4. DEPT./BRANCH/DIVISION

PhilRootcrops

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **VISCAB-APRO5-14-1998**

7a. SALARY P.A.: **P 283,944.00**

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

Professor III

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 []

PROVINCE []

1st

2nd

3rd

4th

5th

6th

[]

[]

[]

[]

[]

[]

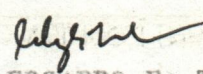
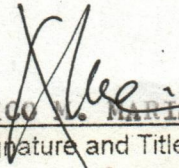
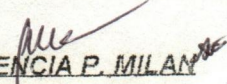
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please
attach additional sheets.

Percent of

Working Time :

DUTIES

- 20% To plan, implement, coordinate and supervise the research and development of the Postharvest Division of PhilRootcrops;
- 20% To negotiate and collaborate with LSU departments and Centers and other institutions on postharvest handling and storage of rootcrops;
- 20% To teach Chemistry courses to undergraduate and graduate students;
- 20% To do administrative functions as Director of the Office of Director for Instruction (ODI); and
- 20% To do other duties the President or Supervisor may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Center Director	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director for Research & Extension																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) Z.T. Ecleo-Sci.Aide (MOOE), Emergency Laborer, L. Ancheta - Education Specialist, L. Abamo, D.P. Acedilla - Adm. Aide IV																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>III Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input type="checkbox"/>	Field work	<input checked="" type="checkbox"/>	Field Trips	<input checked="" type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	III Other's (Specify)	<input type="checkbox"/>
	Occasional	Frequent																											
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Normal Working Condition	<input type="checkbox"/>																												
Field work	<input checked="" type="checkbox"/>																												
Field Trips	<input checked="" type="checkbox"/>																												
Exposed to Varied Weather	<input type="checkbox"/>																												
III Other's (Specify)	<input type="checkbox"/>																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Dec. 2, 2005</u> Date </div> <div style="text-align: center;">  EDGARDO E. TULIN Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Development of production technologies for sustainable root crop production.																													
22. Describe briefly the general function of the position. Research, instruction and supervisory activities related to biotechnology for root crops and instruction functions of the University																													
23.a 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 years of relevant experience; 32 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. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Dec. 7, 2005</u> Date </div> <div style="text-align: center;">  ALGERICO M. MARISCAL - Center Director Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  PACIENCIA P. MILAN Head of Agency </div> </div>																													