

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

1. NAME OF EMPLOYEE

TAN DANIEL LESLIE S.
(FAMILY, GIVEN, MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OF OFFICE

PRCRTC, ViSCA

4. DEPT./BRANCH/DIVISION
PRCRTC

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES. /
ORD. NO.
ITEM NO. LS

6b. PREV. APPROP. ACT/
BOARD RES. /
ORD. NO.
ITEM NO.

7a. SALARY P.A. AUTHORIZED
ACTUAL ₱76,440.00

8. OFFICIAL DESIGNATION OF POSITION
Assistant Professor IV

9. WORKING OR PROPOSED TITLE
Assistant Professor IV

10. NAPO CLASSIFICATION OF 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 additional sheets.

Percent of
Working
Time

60% 60

1. To prepare research proposals on processing equipment for local and international funding and implement approved ones;

30% 30

2. To manage the ViSCA Printing Press;

10% 10

3. To perform other functions as the supervisor or Director may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Section Head

15. POSITION TITLE OF NEXT HIGHER SUPERIOR

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.

SHOP EQUIPMENT & OFFICE EQUIPMENT

18. CONTACTS

19. WORKING CONDITION

Occasional Frequent

General Public	☐	☒
Other Agencies	☒	☐
Supervisors	☐	☒
Management	☒	☐
Others (specify)	☐	☐

Normal Working Condition	☒
Field Work	☒
Field Trips	☒
Exposed to varied weather	☐
Others (specify)	☐

20. I CERTIFY that the above answers are accurate and complete.

10/21/94

Date

DANIEL LESLIE S. TAN

Signature of Employee

21. Describe briefly the general function of the unit or section.
Design and production of suitable tools and equipment for root crops

22. Describe briefly the general function of the position.
To prepare research proposals on processing equipment for local and international funding and implement approved ones

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 AgEng. degree with specific area of specialization plus other requirements per Qs of the College.
Experience: 3 yrs.

23b. Licenses or certificates required to do this work, if any.

AgEng. Licensure Exam

24. I hereby certify that the above answers are accurate and complete.

10/24/94

Date

RAMON R. ORIAS

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Head of Agency