

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Phil. Root Crops Research & Training Center

1. NAME OF EMPLOYEE

ORIAS

RAMON

RAMAS

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. 640 : 6b. PREV. APPROP. 230

ACT/

ACT/

BOARD RES./

BOARD RES./

ORD. NO. 29-2

ORD. NO. 29-2

ITEM NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED P17,724.00

ACTUAL P17,724.00

COLA

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist I

9. WORKING PROPOSED TITLE

Science Research Specialist I

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: DUTIES

Working :

Time :

35%

1. To conduct indepth studies on solar dehydration, biogas generation from root crop wastes, ensiling of root crop tops and stems and thermal processing of root crop products.

30%

2. To design, modify and improve root crops processing tools and equipment.

30%

3. To develop research proposals in a standard suitable for national and international funding.

5%

4. To perform other duties which may be assigned by the OIC of PRCTR and other superiors.

[Handwritten signature]

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).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACTS

	Occasional	Frequent
General Public		
Other Agencies		
Supervisors		
Management		
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	
Field Work	
Field Trips	
Exposed to varied Weather	
Others (Specify)	

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

3/18/85

Date

Signature of Employee

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

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

22. Describe briefly the general function of the position.

To conduct indepth studies on solar dehydration, biogas generation from root crop wastes ensiling of root crop tops and stems and thermal processing of root crop products.

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
Experience: plus other requirements per QS of the College

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

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

3-21-85

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

3-21-85

Date

SAMUEL S. GO
Head of Agency