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| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> ORIAS RAMON R </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div> | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture | | 2. BUREAU OR OFFICE | |
| 3. DEPT./BRANCH/DIVISION PRCRTC, VISCA | | 5. WORK STATION//PLACE OF WORK | |
| 6a. PRES. APPROP. ACT/ RA 7180 BOARD RES/ ORD. NO. ITEM NO. 152 | 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | 7a. SALARY P.A. <div style="text-align: center; margin-top: 20px;"> ₱121,620.00 </div> | 7b. OTHER COMPENSATION |
| 8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center; margin-top: 10px;"> Professor I </div> | | 9. WORKING PROPOSED TITLE <div style="text-align: center; margin-top: 10px;"> Professor I </div> | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE (leave blank) | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around; margin-top: 10px;"> MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div> | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. | | | |
| Percent of Working Time | D U T I E S | | |
| 40% | 1. To plan, implement, coordinate & supervise the research development programs of the PRCRTC engineering section. | | |
| 30% | 2. To negotiate and collaborate with ViSCA departments or centers & other institutions on engineering aspects related to root crops. | | |
| 20% | 3. To participate actively in the planning & implementation of PRCRTC activities. | | |
| 10% | 4. To perform other duties that the PRCRTC Director may assign from time to time. | | |

| <p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Director, PRCRTC</p> | <p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Director of Research & Extension</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------------|----------|----------------|---|--|----------------|---|---|-------------|--|---|------------|--|---|------------------|--|--|--|--|---|--------------------------|---|------------|--|-------------|--|---------------------------|--|------------------|--|
| <p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p> <p style="text-align: center;">None</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">References, computer, pen, etc.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>18. CONTACT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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;">X</td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Supervisors</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Management</td> <td></td> <td style="text-align: center;">C</td> </tr> <tr> <td>Others (Specify)</td> <td></td> <td></td> </tr> </tbody> </table> | | Occasional | Frequent | General Public | X | | Other Agencies | X | X | Supervisors | | X | Management | | C | Others (Specify) | | | <p>19. WORKING CONDITION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">X</th> </tr> </thead> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Field Work</td> <td></td> </tr> <tr> <td>Field Trips</td> <td></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> </tr> </tbody> </table> | | X | Normal Working Condition | X | Field Work | | Field Trips | | Exposed to Varied Weather | | Others (Specify) | |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | | C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">12-1-93</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;">RAMON R. ORIAS</p> <p style="text-align: center;">Signature of Employee</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">To conduct research, instruction, training & extension services and coordinate the national research program on rootcrops in the Philippines.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">To plan and implement the research and development programs of the Section.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>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).</p> <p>Education: MS degree w/ specific area of specialization plus</p> <p>Experience: other requirements per QS of the College</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">None</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;">JOSE L. BACUSMO - Director</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;">SAMUEL S. GO</p> <p style="text-align: center;">Head of Agency</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |