

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

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT
VISA'AS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION
PRCCTC, VISA, Baybay, Leyte

6a. PRES. APPROP.
ACT/ EO 87
BOARD RES./
ORD. NO.
ITEM NO. 13

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

8. OFFICIAL DESIGNATION OF POSITION

10. Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE
TAN DANIEL LESTIE S
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED
ACTUAL P26,034

7b. OTHER CONTRIBUTION

COLA

9. WORKING PROPOSED TITLE

Science Research Specialist

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☒

PROVINCE ☒

1st

☐☐☐☐☐☐

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

Percent of
Working
Time

DUTIES

90%

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

10%

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

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director of PRCRIC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research & Extension

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7), only by their nos. and titles.

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Balances, microscopes, light meter, pH meter, etc.

18. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

Management

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.

7/5/89
Date

Signature of Employee

DANIEL L. S. TAN

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 rootcrops in the Philippines.

22. Describe briefly the general function of the position.

To prepare research proposals on processing equipment for local and international funding.

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: degree with specific area of specialization plus

EXPERIENCE: other requirements per OS 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.

7/5/89
Date

MANUEL K. PALONER Director
Signature and Title of Immediate Supervisor

25. APPROVED:

July 7/89
Date

M. R. Villanueva
Head of Agency