

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

BACUSMO

JOSE

L.

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/ BP Blg. 879

ACT/ BP Blg. 866

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. 6-65

ITEM NO. 6-65

AUTHORIZED

ACTUAL

733,849.00

COLA

8. OFFICIAL DESIGNATION OF POSITION

Associate Professor

Associate Professor

10. WAPCO CLASSIFICATION OF THIS 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 attach additional sheets.

Percent of:

Working
Time

25%

1. To implement projects related to Root Crop Varietal Improvement.

25%

2. To prepare the necessary reports for the researches he is handling.

20%

3. To provide leadership in sweet potato research.

10%

4. To teach courses related to plant breeding or advice thesis students pursuing degree in plant breeding.

10%

5. To make research proposals necessary for the improvement of root crop industry.

10%

6. To do other jobs assigned to him by his supervisor from time to time.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, PRORIC

Director of Research and Extension

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.

3-24-87

Date

Signature of Employee

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

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

22. Describe briefly the general function of the position.

To implement projects related to Root Crop Varietal Improvement.

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 or its equivalent w/ specific area of specialization

Experience: plus other requirements per QS of the College

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

None required

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

3-24-87

Date

MANUEL K. PALOMAR - PRORIC Director

Signature and Title of Immediate Supervisor

25. APPROVED:

3-24-87

Date

M. R. VILLANUEVA

Head of Agency