

REPUBLIC OF THE PHILIPPINES  
EC-CSC Form No. 1 (2013)  
(Position Description Form)

1. NAME OF EMPLOYEE

**TULIN ANABELLA B.**

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

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

3. BUREAU OR OFFICE

**VisCA**

4. DEPT./BRANCH/DIVISION  
**PRCRTC/Production Improvement Division**

5. WORK STATION/PLACE OF WORK

**Baybay, Leyte**

6a. PRES. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. **VISCAB**  
**AP4-29**

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

**₱114,048.00**

8. OFFICIAL DESIGNATION OF POSITION

**Assistant Professor IV**

9. WORKING PROPOSE TITLE

**Assistant Professor IV**

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 RESPONSIRILITIES. If more space is needed, please attach additional sheets.

Percent of  
Working Time

DUTIES

40%

To implement approved research projects pertaining to soil aspects in root crop production;

20%

To prepare progress reports for ongoing and terminal reports for completed experiment whenever needed;

20%

To make project proposals for local and external funding on soil-plant-water relationships covering root crops;

10%

To teach some soil science courses whenever required;

10%

To perform other duties that the PRCRTC Director may assign from time to time.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR **Associate Professor V** 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR **OIC, PRCRTC**

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

**None**

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

**computer, etc.**

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	<u>x</u>	
Other Agencies	<u>x</u>	
Supervisors		<u>x</u>
Management	<u>x</u>	
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	<u>x</u>
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

**Oct. 17, 1996**

Date

**Anabella B. Tulin**

Signature of Employee

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

**To conduct researches related to improvements of root crop production**

22. Describe briefly the general function of the position.

**To conduct researches related to plant-soil-water relationships affecting root crop production**

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: **Masteral degree in the area of specialization plus other requirements per QS of the College.**

Experience: **3 years relevant experience & 16 hours of relevant training**

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

**None**

24. I HEREBY CERTIFY that the above answers are accurate and complete.

**Oct. 22, 1996**

Date

**ALGERICO M. MARISCAL - Asso. Prof. V**

Signature and Title of Immediate Supervisor

25. APPROVED:

**SAMUEL S. GO**  
President