

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

PRCRTC

1. NAME OF EMPLOYEE

TULIN EDGARDO E.

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

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

ACT/ E.O. 87

ACT/

7a. SALARY P.A.

7b. OTHER COMPEN-  
SATION

BOARD RES/

BOARD RES/

AUTHORIZED

ORD. NO.

ORD. NO.

ACTUAL

ITEM NO. 9-2

ITEM NO.

P 31,772.00

COLA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Science Research Specialist

Science Research Specialist

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

- |     |   |   |
|-----|---|---|
| 40% | : | To conduct researches on processing and biochemical studies on rootcrops.   |
| 35% | : | To act as Head of the Post-Harvest Technology Section and to formulate plans and policies in order to achieve the goals of the section. |
| 20% | : | To prepare research proposals for submission to local and foreign agencies.   |
| 5%  | : | To do other jobs assigned by the Center Director and immediate supervisor from time to time on matters pertaining to his job.           |



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

Director of PRCRTC

Director of Research

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.

Microscopes, balances, testtubes, refrigerator, slides, calculator, etc.

18. CONTACT

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.

Nov. 16, 1988

Date

EDGARDO E. TULIN

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 prepare research proposals for submission to local and foreign funding to conduct research on processing and biochemical studies on root crops.

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 plus other requirements per QS of the College.  
Experience:

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

None

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

November 16, 1988

Date

MANUEL K. PALONAR - Director, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

November 17, 1988

Date

M. R. VILLANUEVA

Head of Agency