

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

1. NAME OF EMPLOYEE

LORETO

ALAN

B.

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Philippine Root Crops Research and Training
Center

Baybay, Leyte

6a. PRES.. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/ BP Blg. 131

ACT/ BP Blg. 80

AUTHORIZED 11,904.00

c 1 a

BOARD RES./

BOARD RES./

ACTUAL

ORD. NO. 8-37

ORD. NO. 36-5

P11904.00

ITEM NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Science Research Associate

Science Research Associate

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 : DUTIES

Working

Time

30%

1. To design, develop and improve root crops production tools and equipment appropriate at the farm level;

30%

2. To conduct adaptive trials of the improved root crops production tools and equipment;

30%

3. To prepare research proposals for local and foreign funding;

5%

4. To prepare reports concerning research activities;

5%

5. To perform other functions that the PRGRTC Director may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Officer in Charge, PRORTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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.

18. CONTACTS

Occasional

Frequent

General Public
Other Agencies
Supervisors
Management
Others (Specify)

: x :
: x :
: :
: :
: :

: :
: :
: x :
: x :
: :

19. WORKING CONDITION

Normal Working Condition
Field Work
Field Trips
Exposed to varied Weather
Others (Specify)

: x :
: :
: :
: :
: :

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

5.24.83

Date

Alan B. LORETO

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 design, develop and improve root crops production tools and equipment appropriate at the farm level; to conduct adaptive trails of the improved root crops production tools and equipment.

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
Experience: per QS 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.

5.27.83

Date

E. N. BERNARDO

Signature and Title of Immediate Supervisor

25. APPROVED:

5.31.83

Date

E. N. BERNARDO
Head of Agency