

REPUBLIC OF THE PHILIPPINES
BG-886 Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/SECTION

Philippine Root Crops Research & Training
Center

6a. PRES.: APPROF.

ASST/ BP Bldg. 131

BOARD RES.:

ORD. NO.:

ITEM NO.:

6b. PRES.: APPROF.

ASST/ BP Bldg. 80

BOARD RES.:

ORD. NO.:

ITEM NO. 146-16

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. PARCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

BAUTISTA

ANABELLA

TILANO

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. GRADE OR RANK

5. WORK STATION/PLANT OF WORK

Baybay, Leyte

7a. SALARY RATE

7b. OTHER COMPENSATION

APPROVED \$12,516.00 p.a.

ACTUAL \$12,516.00 p.a.

9. WORKING OR PROPOSED TITLE

Instructor

11. OCCASIONAL GROUP TITLE

(leave blank)

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

INDEPENDENT

1st

2nd

3rd

4th

5th

6th

7th

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

Percent of TIME

Working Time

80%

1. Conducts research on improving the productivity of root crops grown in marginal soils through organic matters management.

10%

2. Performs extension services.

10%

3. Teaches Soil Science courses when need arises. Performs other functions which may be assigned by the Officer in charge of the Center.

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

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
College President

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	: X :	: :
Other Agencies	: X :	: :
Supervisors	: :	: X :
Management	: :	: X :
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.

6-4-82
Date

Isabella J. Bautista
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.
Conduct research on improving the productivity of root crops grown in marginal soils through organic matters management; provide instruction in Soil Science courses.

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.

6-4-82
Date

Emma S. Data
EMMA S. DATA, Officer in Charge, PRCRTC
Signature and Title of Immediate Supervisor

25. APPROVED:

6-5-82
Date

F. A. BERNARDO
Head of Agency