

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

Philippine Root Crop Research & Training Center

1. NAME OF EMPLOYEE

LORETO ALAN BACUSMO
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/BP Blg. 640

BOARD RES./

ORD. NO.

ITEM NO. 7-37

6b. PREV. APPROP.

ACT/ BP Blg. 230

BOARD RES./

ORD. NO.

ITEM NO. 7-37

7a. SALARY P.A.

AUTHORIZED P16,860.00

ACTUAL P16,860.00

7b. OTHER COMPENSATION

COLA

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

9. WORKING PROPOSED TITLE

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

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 Director or the Director for Research may assign from time to time.

VIRAL
FILE

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

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.

5-31-85

Date



ALAN B. LORETO

Signature of Employee

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

To conduct basic and applied research on root crops 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.

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:

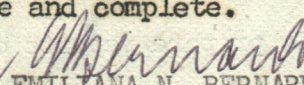
23b. Licenses or certificates required to do this work, if any.

None

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

6-10-85

Date

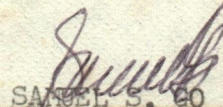

EMILIANA N. BERNARDO-Director, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

6-10-85

Date


SAMUEL S. GO

Head of Agency