

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BATHAN, NARCISO C. (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Visayas State College of Agriculture
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OR WORK Art Production Materials
6a. PRES. APPRO ACT/ <input checked="" type="checkbox"/> BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: ₱329.27/day 7b. OTHER COMPENSATION: PERA & ACA
8. OFFICIAL DESIGNATION OF POSITION Artist/Illustrator		9. WORKING PROPOSED TITLE Artist/Illustrator
10. WAPCO CLASSIFICATION OF THIS POSITION None		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 Working Time	DUTIES
40%	1. To illustrate, draw and prepare artistic materials for PhilRootcrops publication, information, training and extension activities.
40%	2. To prepare graphs, letterings, illustrations of PRCRTC Annual Reports, terminal reports, exhibits, library, etc. as may be necessary.
20%	3. To do any work related to production of artistic materials, designs, and illustrations.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Assoc. Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

OIC, PhilRootcrops

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

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

Art Production Materials

18. CONTRACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[]
Other Agencies	[]	[]
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.

July 17, 2000

Date

NABES C. BATHAN

Signature of Employees

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

Gathers and coordinates researches & technologies for publication & dissemination to the farmers.

22. Describe briefly the general function of the position.

To do artistic works for publications, exhibits and training/information materials for dissemination to the farmers.

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:

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.

7/17/2000

Date

PERFECTO U. BARTOLINI

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

Date

Head of Agency