

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 Crops Research & Training
Center

1. NAME OF EMPLOYEE

BACUSMO

JOSE

LASTIMOSA

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ BP B1g. 230

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/ BP B1g. 131

BOARD RES./

ORD. NO.

ITEM NO. 25-4

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED P20,580.00 p.a. cola

ACTUAL P20,580.00 p.a.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING OR PROPOSED TITLE

Instructor

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

40%

1. To implement projects related to the cassava varietal improvement;

30%

2. To prepare the necessary reports for the researches he is handling;

20%

3. To make research proposals necessary for the improvement of the cassava industry;

10%

4. To assist the head of varietal improvement in the cassava breeding activities;

10%

5. To perform other jobs assigned to him from time to time by the OIC/Director of the Center or the Director of Research or the College President.

10-18-83

F. A. BERNARDO
Head of Agency

10-5-83

Signature and Title of Immediate

Officer in Charge, PRCT

NON

Education: BS degree with specific area of specialization plus other requirements
Experience: per QS of the College.

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).

To implement projects related to the cassava variety improvement.

22. Describe briefly the general function of the position.

To conduct research, instruction, training and extension and coordinate the national research program on root crops in the Philippines.

21. Describe briefly the general function of the unit or section.

10-5-83

~~JOSE L. BACUSMO~~

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

General Public
Other Agencies
Supervisors
Management
Others (Specify)

Occasional

Fr equent

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

NOTHING WORKING 19.

18. CONTACTS

Forceps, headband, binoculars, microscopes, weighing scales, etc.

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

NOTES

only by their item nos. and titles).

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7), list

Director of Research

Officer in Charge, PRCTC

17. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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