

REPUBLIC OF THE PHILIPPINES

BC-352 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ RA 7180 :

BOARD RES/ :

ORD. NO. :

ITEM NO. 155-2 :

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Asst Professor II

10. NAPOO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

TULIN

EDGARDO ESCUADRA

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

PRCRTC

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

₱57,432.00

7b. OTHER COMPEN-

SATION

9. WORKING PROPOSED TITLE

Asst Professor II

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 :

40%

35%

20%

5%

1. To conduct research on processing & biochemical studies on root crops.

2. Act as head of the post-harvest technology section.

3. Prepare research proposals for submission to local and foreign funding agencies.

4. Do other tasks as the Director may assign.

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

PRCRTC Director

Director of Research & Extension

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.

Microscope, testtube, balances, slides, etc.

18. CONTACT

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)

: : :

I CERTIFY that the above answers are accurate and complete.

1/3/93

Date

EDGARDO E. NULIN

Signature of Employee

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

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

22. Describe briefly the general function of the position.

To prepare research proposals for submission to local and foreign funding; to conduct research on processing & biochemical studies.

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:

MS degree w/ specific area of specialization plus

Experience:

other requirements 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.

Date

JOSE L. BACUSMO - Director

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency