

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

: 1. NAME OF EMPLOYEE

: ORIAS RAMON RAAGAS
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

: 3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

: 5. WORK STATION/PLACE OF WORK

Philippine Root Crops Research & Training

Baybay, Leyte

6a. PRES. APPROP.

: 6b. PREV. APPROP.

: 7a. SALARY P.A.

: 7b. OTHER COMPENSATION

ACT/ BP Blg. 131

: ACT/

:

BOARD RES./

: BOARD RES./

: AUTHORIZED P12,516.00 p.a.

ORD. NO.

: ORD. NO.

: ACTUAL

ITEM NO.

: ITEM NO.

: P12,516.00 p.a.

8. OFFICIAL DESIGNATION OF POSITION

: 9. WORKING OR PROPOSED TITLE

Science Research Associate I

Science Research Associate I

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

35%

: 1. To make designs, construct and evaluate tools and equipment for root crop production and processing;

30%

: 2. To make improvements on existing machineries for root crop production and processing;

15%

: 3. To prepare engineering research proposals on root crops for local and foreign funding;

15%

: 4. To prepare reports on going and completed research projects and

5%

: 5. To perform other duties that may be assigned to him by his superiors.

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.

Welding machine, power hack saw, post drill. oxy-acetylene gas welding, blow torch with

18. CONTACTS soldering iron pad, screw drivers, assorted nuts, bolts, washers, etc.

	Occasional	Frequent		
General Public	:x:	::	Normal Working Condition	:x:
Other Agencies	:x:	::	Field Work	::
Supervisors	:x:	:x:	Field Trips	::
Management	:x:	:x:	Exposed to varied Weather	::
Others (Specify)	:x:	:x:	Others (Specify)	::

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

June 21, 1982

Date

Ramon R. Orias

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.

To make designs, construct and evaluate tools and equipment for root crops production and processing; to make improvements on existing machineries for root crops production and processing; to prepare engineering research proposals on root crops for local and foreign funding.

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.

7-1-82

Date

Emma S. Data

EMMA S. DATA, Officer in Charge, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

7-1-82

Date

F. A. BERNARDO
Head of Agency