

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISSAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC

5a. PRES. APPROP.

ACT/DO Blg. 87

BOARD RES./

ORD. NO.

ITEM NO. Jump Sum

5b. PREV. APPROP.

ACT/BP Blg. 879

BOARD RES./

ORD. NO.

ITEM NO. Jump Sum

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

2. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINE ☐

1st	2nd	3rd	4th	5th	6th
1	2	3	4	5	6

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of: DUTIES

Working :

Time :

90%

1. To prepare research proposals on processing equipment for local and international funding and implement approved ones.

10%

2. To perform other functions as the supervisor or Director may assign.

1. NAME OF EMPLOYEE

TAN DANIEL LESLIE

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

26,034.00

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Science Research Specialist

11. OCCUPATION GROUP TITLE

(Leave blank)

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

PRCHTC, Director : 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

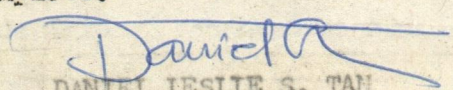
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Balances, microscopes, ligh meter, pH meter, etc.

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION	
General Public	: x :	: :	Normal Working Condition	: x :
Other Agencies	: x :	: :	Field Work	: :
Supervisors	: :	: x :	Field Trips	: :
Management	: :	: x :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

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

17 May 1988
Date


DANIEL LESLIE S. TAN
Signature of Employee

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

To conduct research, instruction, training and extension services 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 on processing equipment for local and international 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).

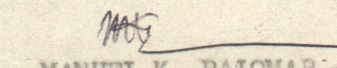
Education: BS degree with specific area of specialization
Experience: plus other requirements per QS of the College

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

None

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

Date


MANUEL K. PALOMAR - Director, PRCHTC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


M. R. VILLANUEVA
Head of Agency