

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
PRCRTC

1. NAME OF EMPLOYEE

BAUTISTA ANABELLA T.
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP
ACT/BLG. 879 : ACT/BLG. 866
BOARD RES./ : BOARD RES./
ORD. NO. Lump Su, : ORD. NO. Lump Sum
ITEM NO. : ITEM NO.

7a. SALARY P.A. : 7b. OTHER COMPENSATION
AUTHORIZED :
ACTUAL P22,728.00 : COLA

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:

Working :
Time :

- 40% : 1. To implement approved research projects pertaining to soil aspects in root crop production.
- 25% : 2. To prepare progress reports for ongoing and terminal reports for completed experiment whenever needed.
- 20% : 3. To make project proposals for local and external funding on soil plant-water relationships covering root crops.
- 10% : 4. To teach some Soil Science courses whenever required.
- 5% : 5. To perform other duties that the PRCRTC Director may assign from time to time.

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

Acting Director, PRRTC

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.

Calculator, weighing scale, etc.

18. CONTACTS

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

Feb 19, 1987

Date

Amabella T. Bautista

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 implement approved research project pertaining to soil aspects in root crop production; prepare progress reports; make project proposals for local and external funding on soil

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 OS of the College.

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

None required

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

Date

MANUEL K. PALOMAY - Actg. Director, PRRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

H. R. VILLANUEVA

Head of Agency