

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

~~TULIN~~ ~~ANABELLA~~ ~~B.~~
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT CORPORATION OR AGENCY/
LOCAL GOVERNMENT

Visayas State University
Leyte State University

3. BUREAU OR OFFICE

Visayas State University
Leyte State University

4. DEPT./BRANCH/DIVISION
PhilRootcrops

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

Prof 3-12-1998

7a. SALARY P.A.: P 443,076.00

443,076

7b. OTHER COMPENSATION P 24,000.00

VISCAB-PROF3-12-1998

8. OFFICIAL DESIGNATION OR POSITION

Professor IV

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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 attached additional sheets.

Percent of
Working Time :

DUTIES

- | | |
|-----|---|
| 30% | To plan, implement, coordinate and supervise production and soil management R & D program for rootcrops. |
| 30% | To negotiate and collaborate with partner agencies VSU departments and centers on production technologies.researches. |
| 20% | To participate actively in the planning and implementation of PhilRootcrops activities. |
| 20% | To perform other duties that the supervisor may assign. |

13. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

President

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

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

Computer, calculator, etc.

18. CONTACT

	Occasional	Frequent
General Public	[]	[]
Other Agencies	[x] []	[] []
Supervisors	[x] []	[] []
Management	[x] []	[] []
Others (Specify)	[x] []	[x] []

19. WORKING CONDITION

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

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

9 October 2009
Date

ANABELLA E. TULIN
Signature of Employee

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

Development of appropriate production technologies for reenterops.

22. Describe briefly the general function of the position.

Development of soil management technologies for reenterops.

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: Doctoral degree in the area of specialization

Experience: 8 years of relevant experience and 2 hrs. of relevant trng.

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

23. I HEREBY CERTIFY that the above answers are accurate and complete.

12 October 2009
Date

JOSE L. BACUSMO
Signature and Title of Immediate Supervisor

APPROVED:

JOSE L. BACUSMO
Head of Agency

Date