

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BOLATETE, JR DIOSCORO M. <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 339,660.00 7b. OTHER COMPENSATION PERA & ACA - P2,000.00/mo.	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VIS-CAB-SRAC-1-1998			
8. OFFICIAL DESIGNATION OR POSITION Senior Agriculturist		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 [] 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
25%	a. To spearhead the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw material needs for processing and industry;		
20%	b. To plan and implement researches for improved rootcrops production;		
20%	c. To coordinate with project leaders in the conduct of rootcrops production and extension activities of PhilRootcrops;		
20%	d. To oversee the implementation of proper cultural management practices for Rootcrops to showcase Better yield results;		
10%	e. To provide PhilRootcrops updates of the progress and outcome of production activities;		
5%	f. To do other duties which the PhilRootcrops Director may assign.		

SP# 47 1/9/12

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Center Director

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.
Weighing scale, calculator, data sheets, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	[]	[]	Normal Working Condition	[]
Other Agencies	[]	[]	Field Work	[]
Supervisors	[]	[]	Field Trips	[]
Management	[]	[]	Exposed to Varied Weather	[]
Others (Specify)	[]	[]	Others (Specify)	[]

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

JAN 16, 2012
Date

DIOSCORO M. BOLATETE, JR.
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Rootcrop Production, Research and Training

22. Describe briefly the general function of the position.
Coordinate the Rootcrop Production, Research and Training

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: ~~B.S. degree~~ relevant to the job.

✓ Experience: ~~5-2 years~~ of relevant experience; 8 hrs. of relevant training.

23b. Licenses or certificates required to do this work, if any.
~~DONE~~ RA 1080

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

16 January 2012
Date

JULIETA R. ROA - Professor
Signature and Title of Immediate Supervisor

APPROVED:

Date

JOSE L. BACUSMO
Head of Agency