

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

1. NAME OF EMPLOYEE

TULIN **EDGARDO** **E.**
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OR OFFICE

VISCA

4. DEPT./BRANCH/DIVISION

PRCRTC/Post-production Division

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO. **140-5**

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

P88,440.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

9. WORKING PROPOSE TITLE

Assistant Professor IV

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION 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

DUTIES

40%

1. To plan, implement, coordinate and supervise the research and development program of the Postharvest Division;

30%

2. To negotiate and collaborate with VISCA departments or Centers and other institutions on postharvest handling and storage of root crops;

20%

3. To participate actively in the planning and implementation of PRCRTC activities;

10%

4. To perform other duties that the Supervisor may assign.

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

Associate Professor I

Director of Research and Extension

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.

18. CONTACT

	Occasional	Frequent
General Public		
Other Agencies	X	
Supervisors	X	
Management		X
Others (Specify)		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.

Nov. 5, 1995

Date

EDUARDO E. TULIN

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To provide plan, implement, coordinate and supervise the research and development program of the Postharvest Division.

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:

Experience: Masteral degree in the area of specialization plus other requirements per QS of the College.

3 years relevant experience & 46 hours of relevant training.

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

None

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

Date

FERNANDO A. EVANGELIO - Associate Professor I
Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO
President