

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE FERRAREN DILBERTO O. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION PhilRooterops		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Professor 2		9. WORKING PROPOSED TITLE	
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 attached additional sheets.			
Percent of Working Time: D U T I E S			
35% 1. To conduct research in rooterops genetic crop improvement, genetic resource enhancement, conservation and maintenance, particularly in the aroids and other minor root crops, sweetpotato and cassava.			
20% 2. To conduct research on strategies to improve crop production such as improved cultural management for rooterops.			
35% 3. To teach university courses in Plant Breeding and Genetics and in Molecular Biology and Biotechnology.			
10% 4. To do other duties assigned by the President of the University.			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">College Dean</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">computer, printer, books, etc.</p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;">Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">To provide instruction, research & extension services.</p>																													
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<p>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).</p> <p>Education: Relevant masteral degree.</p> <p>Experience: 5 yrs. of relevant experience; 32 hrs. of relevant training.</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">19 December 2011</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;">JOSE L. BACUSMO Head of Agency</p> </div> </div>																													