

REPUBLIC OF THE PHILIPPINES

BOCES Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Philippine Root Crop Research & Trng Center

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/BP 618, 640 : ACT/

BOARD RES. : BOARD RES.

ORD. NO. : ORD. NO.

ITEM NO. 7-37 : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

LORETO

ALAN

BACUSMO

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

P16,860.00

COLA

9. WORKING PROPOSED TITLE

Science Research Specialist

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: DUTIES

Working

Time

30%

1. To design, develop and improve root crops production tools and equipment appropriate at the farm level;

30%

2. To conduct adaptive trials of the improved root crops production tools and equipment;

30%

3. To prepare research proposals for local and foreign funding;

5%

4. To prepare reports concerning research activities;

5%

5. To perform other functions that the Director or the Director for Research may assign from time to time.

VIRCA
FILE

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director, PRCRTC : 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.
Weighing scales, T-square, calculator, etc.

18. CONTACTS	Occasional	Frequent	:	19. WORKING CONDITION
General Public	: x :	:	:	Normal Working Condition : x :
Other Agencies	: x :	:	:	Field Work : :
Supervisors	:	: x :	:	Field Trips : :
Management	:	: x :	:	Exposed to varied Weather : :
Others (Specify)	:	:	:	Others (Specify) : :

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

February 4, 1986
Date

ALAN B. LORETO
Signature of Employee

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

To conduct basic and applied research on root crops and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To design, develop and improve root crops production tools and equipment appropriate at the farm level.

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 plus other requirements per QS of the College.

Experience:

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

EMILIANA N. BERNARDO, PhD-Director
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
M. R. VILLANUEVA
Head of Agency