

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC

6a. PRES. APPROP.

ACT/ E.O. 89

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP.

ACT/ BP B1g. 879

BOARD RES./

ORD. NO.

ITEM NO. 15

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

BAUTISTA

ANABELLA

T.

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL ₱28,883.40

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Instructor

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 :

40%

1. To implement approved research projects pertaining to soil aspects in root crop production.

25%

2. To prepare progress reports for ongoing and terminal reports for completed experiment whenever needed.

20%

3. To make project proposals for local and external funding on soil plant-water relationships covering root crops.

10%

4. To teach some Soil Science courses whenever required.

5%

5. To perform other duties that the PRCRTC Actg. Director may assign from time to time.

46

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

OIC, PRCRTC

Director of Research & 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.

Calculator, weighing scale, etc.

18. CONTACTS

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

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.

Anabella T. Bautista
ANABELLA T. BAUTISTA

Date

Signature of Employee

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

To conduct research, instruction, training and extension and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To implement approved research project pertaining to soil aspects in root crop production; to prepare progress reports; make project proposals for local and external funding on soil when needed.

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.

1-5-88
Date

mtc
MANUEL K. PALOMAR - OIC/PRCRTC
Signature and Title of Immediate Supervisor

25. APPROVED:

1-6-88
Date

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