

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <div style="display: flex; justify-content: space-between;"> <span>TAMBIS</span> <span>MARLON</span> <span>MAGALONA</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>	
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 Baybay, City	
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:	
8. OFFICIAL DESIGNATION OR POSITION  Instructor 1		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 <div style="display: flex; justify-content: space-around;"> <span>MUNICIPALITY ( )</span> <span>CITY ( )</span> <span>PROVINCE ( )</span> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>1<sup>st</sup></span> <span>2<sup>nd</sup></span> <span>3<sup>rd</sup></span> <span>4<sup>th</sup></span> <span>5<sup>th</sup></span> <span>6<sup>th</sup></span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : <span style="float: right;">DUTIES</span>			
30%	a. To conduct socio-economic studies/researches on rootcrops		
15%	b. To facilitate the conduct of rootcrops extension activities		
15%	c. To conduct monitoring and evaluation of the technologies and extension activities of the PhilRootcrops		
10%	d. To assist in the development of rootcrops related IEC materials;		
30%	e. To teach economics courses		

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)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[ x ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
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

Nov 5, 2015

Date

MARLON M. TAMBIS

Signature of Employee

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

To conduct research and extension activities related to rootcrops

22. Describe briefly the general function of the position.

To conduct research and extension activities related to rootcrops

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.)

Agricultural  
Education: MS in Economics and related courses

Experience: none

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

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

Date

JULIETA R. ROA - Professor

Signature and Title of Immediate Supervisor

APPROVED:

Date

EDGARDO E. TULIN

Head of Agency