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| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> TULIN ANABELLA BAUTISTA </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div> | |
| 2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University | 3. BUREAU OR OFFICE Leyte State University | | |
| 4. DEPT./BRANCH/DIVISION PhilRootcrops | 5. WORK STATION/PLACE OF WORK Baybay, Leyte | | |
| 6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. | 7a. SALARY P.A.: P 277,008.00 7b. OTHER COMPENSATION: PERA/ACA | |
| 8. OFFICIAL DESIGNATION OR POSITION Professor III | | 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-between;"> <div> MUNICIPALITY <div style="display: flex; align-items: center;"> [] 1st </div> </div> <div> CITY <div style="display: flex; align-items: center;"> [] 2nd </div> </div> <div> PROVINCE <div style="display: flex; align-items: center;"> [] 3rd </div> </div> <div> <div style="display: flex; align-items: center;"> [] 4th </div> </div> <div> <div style="display: flex; align-items: center;"> [] 5th </div> </div> <div> <div style="display: flex; align-items: center;"> [] 6th </div> </div> </div> | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets. | | | |
| Percent of Working Time : | | | |
| DUTIES | | | |
| 20% | To conduct researches related to the soils and plant nutrition aspects of root crop production; | | |
| 20% | To do extension works on the promotion and commercialization of root crop technologies; | | |
| 20% | To teach Soil Science courses to graduate and undergraduate students; | | |
| 20% | To manage the University Alumni and Community Relations Office; and | | |
| 20% | To do other functions the University President or Supervisors may assign. | | |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Center Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director for 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)

Clerk III, Laborer, Alumni Communicators, Pool of Tour guides

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

Computer, pH meter, hot plate, spectrophotometer

18. CONTACT

Occasional

Frequent

General Public

[]

[/]

Other Agencies CC, V/S

[/]

[]

Supervisors

[]

[/]

Management

[]

[/]

Others (Specify) Students

[]

[/]

19. WORKING CONDITION

Normal Working Condition

[/]

Field Work

[/]

Field Trips

[]

Exposed to Varied Weather

[]

Others (Specify)

[]

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

Dec. 6, 2005

Date


ANABELLA B. TULIN
Signature of Employee

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

Development of production technologies for sustainable root crop production.

22. Describe briefly the general function of the position.

To do research, instruction, extension and supervisory works on the various aspects of Soil chemistry and plant nutrition as it applies to rootcrops production.

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.)

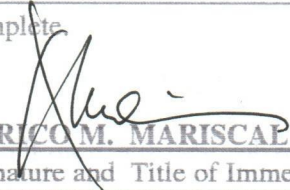
Education: Relevant masteral degree

Experience: 5 years of relevant experience; 32 hours of relevant training.

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

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

Date


ALGERICO M. MARISCAL - Center Director
Signature and Title of Immediate Supervisor

APPROVED:

Date


PACIENCIA P. MILAN

Head of Agency