

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TULIN ANABELLA B. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE VISCA	
4. DEPT./BRANCH/DIVISION PRCRTC/Production Improvement Division		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:	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor V		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 : DUTIES			
40%	: To implement approved research projects pertaining to soil aspects in root crop production;		
20%	: To prepare progress reports for ongoing and terminal reports for completed experiment whenever needed;		
20%	: To make project proposals for local and external funding on soil-plant-water relationships covering root crops;		
10%	: To teach some soil science courses whenever required;		
10%	: To perform other duties that the PRCRTC Director may assign from time to time.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Associate Professor V		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR OIC, PRCRTC	
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.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[x]	[]	Normal Working Condition [x]
Other Agencies	[x]	[]	Field Work []
Supervisors	[]	[x]	Field Trips []
Management	[x]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete.			
May 5, 1999 Date		ANABELLA B. TULIN Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To conduct researches related to improvements of root crop production			
22. Describe briefly the general function of the position. To conduct researches related to plant-soil-water relationships affecting root crop 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: Experience:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Date		NESTOR L. PIDO - Associate Prof. Signature and Title of Immediate Supervisor	
25. APPROVED:		SAMUEL S. GO Head of Agency	
Date			