

REPUBLIC OF THE PHILIPPINES BC – CSC Form No. 1 (Position Description Form)		1. Name of Employee QUEVEDO MARCELO AMARILA (Family Name) (Given Name) (Middle Name)											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE PHILROOTCROPS - VSU											
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK PHILROOTCROPS – VSU											
6.a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO		6b. PREV. APPRO ACT/ BOARD RES / ORD NO. ITEM NO VISCAB-PROF5-7-2014											
7a. SALARY P A. P812,208.00		7b. OTHER COMPENSATION P 24,000.00											
8. OFFICIAL DESIGNATION OF POSITION 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 [] 1 ST 2 ND 3 RD 4 TH 5 TH 6 TH [] [] [] [] [] []													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets													
<table><thead><tr><th>Percent of Working time</th><th>DUTIES</th></tr></thead><tbody><tr><td>50%</td><td>1. Conduct researches on postharvest handling, storage and other relevant fields of rootcrops and other crops. 2. Gather, collate and interpret the collated data 3. Attend research symposium and other relevant activities in field of research 4. Make research proposals for possible outside funding</td></tr><tr><td>25%</td><td>5. Teach at least 6 units of any horticulture subjects a. Prepare teaching materials/power point presentations and submit to department head b. Conduct examination (mid/final/long-hour exams and quizzes) c. Checks test papers and student manuscripts d. Submit grades to appropriate body</td></tr><tr><td>25%</td><td>6. Do extension activities and regular administrative works assigned by the appropriate body 7. Member in different committees 8. Perform other function assigned by Appropriate body</td></tr><tr><td>100%</td><td></td></tr></tbody></table>				Percent of Working time	DUTIES	50%	1. Conduct researches on postharvest handling, storage and other relevant fields of rootcrops and other crops. 2. Gather, collate and interpret the collated data 3. Attend research symposium and other relevant activities in field of research 4. Make research proposals for possible outside funding	25%	5. Teach at least 6 units of any horticulture subjects a. Prepare teaching materials/power point presentations and submit to department head b. Conduct examination (mid/final/long-hour exams and quizzes) c. Checks test papers and student manuscripts d. Submit grades to appropriate body	25%	6. Do extension activities and regular administrative works assigned by the appropriate body 7. Member in different committees 8. Perform other function assigned by Appropriate body	100%	
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644/457 7/9

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Vice President for Research & Extension

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

President, VSU

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

Computers, weighing scale, camera, microscopes, etc

18. CONTRACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[x]	[]
Other (specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[x]
Field trips	[]
Exposed to varied weather	[]
Other (specify)	[]

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

12/23/14

Date

Signature of Employee

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

Conduct researches on root crops and promote root crop industry in the PHILIPPINES

22. Describe briefly the general function of the position.

Perform research, extension and instructions in agriculture and other allied fields.

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 items should be filled for all positions other than teaching)

Education : Relevant Doctoral degree

Experience : 5 yrs. of relevant experience, 32 hrs. 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

OTHELLO B. CAPUNO

Signature and Title of Immediate Supervisor

25. APPROVED :

Date

JOSE L. BACUSMO

Head of Agency