

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT
VISA'AS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC, VISCA

6a. PRES. APPROP.
ACT/ EO 87
BOARD RES./
ORD. NO.
ITEM NO. 9-2

6b. PREV. APPROP.
ACT/
BOARD RES./
ORD. NO.
ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

1. Instructor III (Res/Ext)

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE
TULIN EDGARDO E.
(Family Name) (Given Name) (Middle Name)

3. NUMBER OF OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED
ACTUAL ₱49,092.00

7b. OTHER COMP.

9. WORKING PROPOSED TITLE

Instructor III (Res/Ext)

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☒

PROVINCE ☒

1st

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

40%

1. To conduct research on processing & biochemical studies on root crops.

35%

2. To act as Head of the Post-Harvest Technology Section & to formulate plans & policies in order to achieve the goals of the Section.

20%

3. To prepare research proposals for submission to local and foreign funding agencies.

5%

4. To do other tasks as the Director may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Research & Extension

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7), list only by their nos. and titles.
None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.
Microscope, testtubes, refrigerator, balance, slides, etc.

18. CONTACTS		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	<u>X</u>	<u> </u>	Normal Working Condition <u>X</u>
Other Agencies	<u>X</u>	<u> </u>	Field Work <u> </u>
Supervisors	<u> </u>	<u>X</u>	Field Trips <u> </u>
Management	<u> </u>	<u>X</u>	Exposed to varied Weather <u> </u>
Others (Specify)	<u> </u>	<u> </u>	Others (Specify) <u> </u>

20. I CERTIFY that the above answers are accurate and complete.
1-1-90 Date
EDGARDONE. TULIN ed Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To conduct research, instruction, training & extension & coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.
To prepare research proposals for submission to local and foreign funding; to conduct research on processing & biochemical studies on root crops.

23.a. 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 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
EXPERIENCE: other requirements per QS of the College

23b. Licenses or Certificates required to do this work, if any.
None

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

 Date
MANUEL K. PALOMAR - Director
Signature and Title of Immediate Supervisor

25. APPROVED:
 Date
M. R. Villanueva
Head of Agency