

1. NAME OF EMPLOYEE
:
:
TAMBIS MARLON MAGALONA
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ 3. BUREAU OR OFFICE
LOCAL GOVERNMENT
VSU, Visca, Baybay City PhilRootCrops, VSU, Visca, Baybay City

4. DEPARTMENT/BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK
PhilRootCrops, VSU, Visca : Baybay City

6a. PRES. APPROP. ACT: 6b. PREV. APPROP. : 7a. SALARY : 7b. OTHER COMPENSATION
BOARD RES./ : ACT/BOARD RES./ : AUTHORIZED
ORD. NO. : ORD. NO. : ACTUAL
ITEM NO. : ITEM NO. : P

8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE
Instructor :

10. WAPCO CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE (Leave Blank)
:

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

MUNICIPALITY / x /		CITY / /		PROVINCE / /	
1 st	2 nd	3 rd	4 th	5 th	6 th
/ x /	/ /	/ /	/ /	/ /	/ /

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

- 25% Make program/project proposals on supply/value chain analysis and other socio-economic aspects of root crops
- 25% Implement projects on supply/value chain analysis and other socio-economic aspects of root crops
- 20% Implement newly approved projects on supply/value chain analysis of crops other than rootcrops
- 25% Teach at least 6 units of economics courses at the Department of Economics
- 5% Do other tasks assigned by his supervisor as the needs arise
- 100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: 15. POSITION TITLE OF NEXT HIGHER

Director

Vice President

16. NAME, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).
List only by their Item Nos. and Titles) none

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

Computer, Printer, Calculator, Stapler, Scissor, etc.

18. CONTACTS

	Occasional	Frequent
General Public	: X :	: :
Other Agencies	: X :	: :
Supervisors	: :	: X :
Management	: :	: X :
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.

Feb 21, 2013

Date


MARLON MAGALONA TAMBIS
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.

Make and implement programs/projects on supply/value chain analysis and other socio economic aspects of root crops and other crops.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

Acts as creator and implementor of programs/projects on supply/value chain analysis and other socioeconomic aspects of root crops and other crops. Also allot time in teaching at least 6 units of economics courses at the Department of Economics.

22a. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should filled for all positions other than teaching.

Education: Master of Science Graduate with background in Ag. Economics

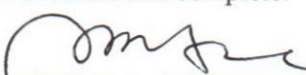
Experience: Teaching and implementing research projects on root crops and other crops.

22b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

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

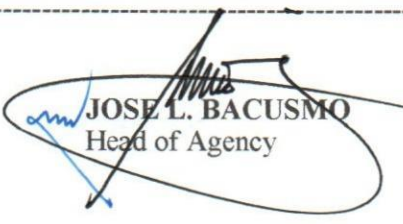
Feb 21, 2013

Date


MARCELO A. QUEVEDO, OIC-Director, PhilRootcrops, VSU
Signature and Title of Immediate Supervisor

24. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency