

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>TAN</span> <span>DANIEL LESLIE</span> <span>SUEDE</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 10px;">Visayas State College of Agriculture</div>		3. BUREAU OR OFFICE <div style="margin-top: 10px;">PhilRootcrops, ViSCA</div>	
4. DEPT./BRANCH/DIVISION <div style="margin-top: 10px;">PhilRootcrops, Eng'g Division</div>		5. WORK STATION/PLACE OR WORK <div style="margin-top: 10px;">PhilRootcrops</div>	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <div style="margin-top: 10px; text-align: center;">P 228,804.00</div> 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 10px;">Asso. Prof. V.</div>		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 [ ] <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 5px;"> <span>1<sup>ST</sup></span> <span>2<sup>ND</sup></span> <span>3<sup>RD</sup></span> <span>4<sup>TH</sup></span> <span>5<sup>TH</sup></span> <span>6<sup>TH</sup></span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	D U T I E S		
30%	To prepare research proposals and implement approved ones on root crop processing; and the design and development of rootcrop processing.		
30%	To prepare reports for on-going and completed research projects.		
30%	To participate actively in the planning and implementation of PhilRootcrop activities.		
10%	To perform other duties that his supervisor and PhilRootcrops Director may assign.		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Division Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Director, PhilRootcrops

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7), list only by their item nos. and titles) Dominador I. Mazo - Driver  
Edilberto Gonzaga - Driver  
Expedito Itable - Driver

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

18. CONTRACT

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

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[x]
Field Trips	[x]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

Jan. 26, 2001

Date

DANIEL LESLIE S. TAN

Signature of Employees

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

Plan, implement, coordinate, supervise R & D of the engineering component in the production and processing of rootcrops

22. Describe briefly the general function of the position.

Teach Ag. Eng'g. Courses, conduct R & D activities related to the processing of rootcrops.

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: 3 years of relevant experience; 16 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

RAMON R. ORIAS

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency