

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

1. NAME OF EMPLOYEE  
PIAMONTE ROBELYN TORTILLAS  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE  
Visayas State University

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Visayas State University

6a. PRES. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

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

7a. SALARY P.A.

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE  
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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 attach additional sheets.

Percent of  
Working  
Time

DUTIES:

20 %	In-charge of the integrated pest management section of the center
15 %	Handles laboratory classes at the Department of Pest Management
30 %	Prepares proposals and conducts research on integrated pest management of abaca
15 %	Serves as resource person during trainings and seminars
15 %	Assist in the implementation of the Bantay Alcoheres Program for region 8
5 %	Performs other duties assigned by the immediate supervisor
100 %	

JOSE L. BACUNO  
President  
Head of Agency

## 14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor/Director NARC

## 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/VP, Research &amp; Extension

## 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

SRA, Laborers

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

## 18. CONTACT

	Occasional	Frequent
General Public	<u>  x  </u>	<u>      </u>
Other agencies	<u>      </u>	<u>  x  </u>
Supervisors	<u>      </u>	<u>  x  </u>
Management	<u>      </u>	<u>  x  </u>
Others (specify)	<u>      </u>	<u>      </u>

## 19. WORKING CONDITION

Normal Working Condition	<u>  x  </u>
Field Work	<u>  x  </u>
Field Trips	<u>  x  </u>
Exposed to varied weather	<u>  x  </u>
Other (specify) travels	<u>      </u>

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

5/14/2012

Date

ROBELYN T. PIAMONTE

Signature of employee

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

to conduct research and extension services on all aspects of abaca

## 22. Describe briefly the general function of the position

to do research work and instruction

## 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 qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: Bachelor's degree in the area of specialization

Experiences: not required

## 23b. Licenses or certificates required to do this work, if any.

BS in Agriculture

## 24. I hereby certify that the above answers are accurate and complete.

                      
DateRUBEN M. GAPASIN

Director, NARC

Signature and Title of Immediate Supervisor

## 25. APPROVED:

                      
DateJOSE L. BACUSMO

President

Head of Agency