

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Philippine Root Crops Research & Training
Center

None

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY F.A.

7b. OTHER COMPENSATION

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

AUTHORIZED P14,532.00 p.a.

ACTUAL P14,532.00 p.a.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Associate

9. WORKING OR PROPOSED TITLE

Science Research Associate

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND 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.

PERCENTAGE OF TIME

Working

Time

25%

To implement projects related to the cassava varietal improvement

25%

To prepare the necessary reports for the researches he is handling

20%

To provide leadership in the cassava section.

20%

To make research proposals necessary for the improvement of the cassava industry

None

10%

To do other jobs assigned to him from time to time.

Signature and Title of Immediate

Supervisor

Date

Signature and Title of Head of Agency

Date

REPLY TO MAIL . . .

REPLY TO MAIL . . .

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College President

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

None

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

Calculator, technical references, typewriter, laboratory equipment, 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.

May 11, 1981

Date

JOSE L. BACUSMO

Signature of Employee

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

To conduct research, training and extension services; perform instructional activities; coordinate with the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To conduct researches and extension services.

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: BS degree with specific area of specialization plus other requirements
Experience: 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.

May 13, 1981

Date

MARIANITO R. VILLANUEVA, PRCRTC Director

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

F. A. BERNARDO
Head of Agency