

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

BAUTISTA  
(FAMILY NAME)

ANABELLA  
(GIVEN NAME)

T.  
(M.I.)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?  
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

PRCRTC, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ RA 6831

BOARD RES./

ORD. NO.

ITEM NO. LumpSum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPEN-  
SATION

AUTHORIZED

ACTUAL

₱49,092.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

9. WORKING OR PROPOSED TITLE

Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE  
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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

40%

1. To implement approved research projects pertaining to soil aspects in root crops production.

20%

2. To prepare progress reports for ongoing and terminal reports for completed experiments whenever needed.

20%

3. To make project proposals for local and external funding on soil-plant-water relationships covering root crops.

10%

4. To teach some soil science courses whenever required.

10%

5. To perform other duties that the PRCRTC Director may assign from time to time.



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 item nos. and titles).

None

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

Calculator, weighing scale, etc.

18. CONTACTS

Occasional

Frequent

General Public : ☒ :

Other Agencies : ☒ :

Supervisors : ☒ :

Management : ☒ :

Others (Specify) : ☒ :

19. WORKING CONDITION

Normal Working Condition : ☒ :

Field Work : ☐ :

Field Trips : ☐ :

Exposed to varied Weather : ☐ :

Others (Specify) : ☐ :

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

January 28, 1991  
Date

Anabella T. Bautista  
ANABELLA T. BAUTISTA  
Signature of Employee

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

To conduct research, training, instruction & extension and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To implement approved research projects pertaining to soil aspects in root crops production; to prepare progress reports; make project proposals for local & external funding on soil.

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

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

JOSE L. BACUSMO Director, PRCRTC  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva  
M. R. VILLANUEVA

Head of Agency