

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

Phil. Root Crop Research & Training Center

6a. PRES. APPROP. : 6b. PREV. APPROP

ACT/BP Blg. 640

ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. Lump Sum

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

TAN

DANIEL LESLIE SUEDE

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

Baybay, Leyte

5. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

P18,636.00

COLA

9. WORKING OR PROPOSED TITLE

Science Research Specialist I

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

90%

1. To prepare research proposals on processing equipment for local and international funding and implement approved ones.

10%

2. To perform other functions as the supervisor or Director may assign.



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

Director, PRCRTC

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.

Balances, microscopes, light meter, pH meter, 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.

29 May 1986

Date

DANIEL LESLIE S. TAN

Signature of Employee

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

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

22. Describe briefly the general function of the position.

To prepare research proposals on processing equipment for local and international funding.

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 per QS of the College

Experience:

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

EMILIANA N. BERNARDO- Director, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency