

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 Crop Research & Training Center

1. NAME OF EMPLOYEE

BAUTISTA

ANABELLA

T.

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/PP Blg. 640

BOARD RES./

ORD. NO.

ITEM NO./Jump Sum

6b. PREV. APPROP

ACT

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL P18,636.00

COLA

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING OR PROPOSED TITLE

Instructor

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 crop production.

25%

2. To prepare progress reports for ongoing and terminal reports for completed experiment 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.

5%

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

