

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TULIN EDGARDO ESCUADRA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION PhilRootCrops		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION University Professor		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION 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 attached additional sheets.			
Percent of : Working Time: D U T I E S			
25% 1. To facilitate and implement researches on Biotechnology of rootcrops and other major agricultural crops and livestock; 25% 2. To teach courses on Chemistry and Biotechnology; 25% 3. To serve as Vice President for Planning and Resource Generation; and 25% 4. To act as Chairperson of various committees in the University and do other functions as required 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, calculator, etc																															
18. CONTRACT		19. WORKING CONDITION																													
	<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[X]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[x]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[x]</td><td>[]</td></tr><tr><td>Management</td><td>[]</td><td>[x]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[x]	[]	Supervisors	[x]	[]	Management	[]	[x]	Other (Specify)	[]	[]		<table border="1"><tbody><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. Nov. 29, 2012 Date EDGARDO E. TULIN Signature of Employee																															
21. Describe briefly the general function of the Unit or Section. Development of appropriate post production researches for rootcrops																															
22. Describe briefly the general function of the position. Product development and biotechnology researches for rootcrops																															
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: Doctoral Degree in the area of specialization Experience: 5 years of relevant experience and 32 hours of relevant training.																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. Nov 14 2012 Date MARCELO A. QUEVEDO - Director Signature and Title of Immediate Supervisor																															
25. APPROVED: Date JOSE L. BACUSMO Head of Agency																															