

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

BACUSMO

JOSE

L.

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Philippine Root Crops Research & Trng. Center

Baybay, Leyte

6a. PRES. APPROP.

ACT/ BP Brg. 230

BOARD RES./

ORD. NO.

ITEM NO. 27-1

6b. PREV. APPROP.

ACT/ BP Brg. 131

BOARD RES./

ORD. NO.

ITEM NO. 25-4

7a. SALARY P.A.

AUTHORIZED P25,116.00

ACTUAL P25,116.00

7b. OTHER COMPENSATION

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 : DUTIES

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 varietal activities.

20%

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

10%

To do other jobs assigned to him 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, microscope, spading fork etc.

18. CONTACTS
Occasional Frequent
General Public :x: :
Other Agencies :v: :
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.

9-25-84
Date
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To conduct research, instruction, training and extension services and to coordinate the national program on root crops in the Philippines.

22. Describe briefly the general function of the position.
To conduct research 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
Experience: plus 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.

9-25-84
Date
EMILIANA N. BERNARDO, Ph.D. -Director
Signature and Title of Immediate Supervisor

25. APPROVED:
9-25-84
Date
F. A. BERNARDO
Head of Agency