

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1 NAME OF EMPLOYEE

TULIN ANABELLA BAUTISTA

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

PhilRootcrops

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Professor I

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

attach additional sheets.

Percent of

Working Time :

DUTIES

- | | |
|-----|--|
| 40% | 1. To implement approved research projects pertaining to soil aspects in root crop production; |
| 20% | 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; |
| 10% | 5. To perform other duties that the PhilRootcrops Director may assign from time to time. |

OF 11/999

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Professor III</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Center Director</p>																												
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. <p style="text-align: center;">Computer, calculator, pens, Overhead projector, pH-meter, balance, etc.</p>																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify) <i>Students</i></td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[✓]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[✓]	Other Agencies	[]	[✓]	Supervisors	[]	[]	Management	[]	[]	Others (Specify) <i>Students</i>	[]	[✓]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[✓]	Field work	[✓]	Field Trips	[✓]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Nov. 23, 2001</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>Abella B. Tulin</i> ABELLA B. TULIN Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">To conduct researches related to improvements of root crop production</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">To conduct researches related to plant-soil-water relationships affecting root crop production.</p>																													
23 a. 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 pspecialization Experience: 2 years of relevant experience; 8 hours of relevant training																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">NA</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Nov 26, 2001</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>Nestor L. Pido</i> NESTOR L. PIDO - Prof. III Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>Paciencia P. Milan</i> PACIENCIA P. MILAN Head of Agency</p> </div> </div>																													