

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

6a. PRES. APPROP.

ACT/BP Blg. 640

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum:

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

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 :

40%

1. Implements approved research studies on cultural management and production of root crops;

40%

2. Prepares reports on his studies and project proposals covering production aspects and other related projects on root crops;

20%

3. Performs other duties that the PRCRTC Director may assign from time to time.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director, PRCRTC : Director of Research

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.
Weighing scales, T-square, calculator, etc.

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION	
General Public	: x :	: :	Normal Working Condition	: x :
Other Agencies	: x :	: :	Field Work	: x :
Supervisors	: :	: x :	Field Trips	: :
Management	: :	: x :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

20. I CERTIFY that the above answers are accurate and complete.
5-31-85 Date
ALFREDO C. DINGAL 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 rootcrops in the Philippines.

22. Describe briefly the general function of the position.
Implement approved research studies on cultural management and production of root crops.

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
Experience: other requirements per QS of the College

23b. License or certificates required to do this work, if any.
None

24. I hereby certify that the above answers are accurate and complete.
6-10-85 Date
EMILIANA N. BERNARDO, -Director, PRCRTC Signature and Title of Immediate Supervisor

25. APPROVED:
6-10-85 Date
SAMUEL S. CO Head of Agency