

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

:1. NAME OF EMPLOYEE

: BAPTISTA ANABELLA T.
: (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

PRCRTC, VISC

:
: Baybay, Leyte

6a. PRES. APPROP. :6b. PREV. APPROP.

:7a. SALARY P.A. :7b. OTHER COMPEN-

ACT/ : ACT/

: AUTHORIZED : SATION

BOARD RES/ : BOARD RES/

: ACTUAL : COLA

ORD. NO. : ORD. NO.

: P31,772.00 :

ITEM NO. : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

: 9. WORKING PROPOSED TITLE

Instructor

:
: Instructor

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: DUTIES ---

Working :

Time :

40%

25%

20%

10%

5%

: 1. To implement approved research projects pertaining to soil
: aspects in root crop production.

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

: 3. To make project proposals for local and external funding on soil
: plant-water relationships covering root crops.

: 4. To teach some soil science courses whenever requested.

: 5. To perform 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 & 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, weighing scale, etc.

18. CONTACT

Occasional

Frequent

General Public

: x :

: :

Other Agencies

: x :

: :

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.

Feb 1, 1989

Date

Isabella L. Bautista

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To conduct research, instruction, training and extension and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To implement approved research project pertaining to soil aspects in root crops production; to prepare progress reports; make project proposals for local and external funding on soil when needed and teach soil science subjects when necessary.

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. Licenses or certificates required to do this work, if any.

None

24. I hereby certify that the above answers are accurate and complete.

February 1, 1989

Date

MANUEL R. PALORAN - Director, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

February 1, 1989

Date

VICENTE A. GUTTON

Head of Agency