

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 Visayas State University		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, City	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: ₱947,252.00 7b. OTHER COMPENSATION: ₱24,000- viscsp - UN/PROF - 1-2008	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OR 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 GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY { } CITY { } PROVINCE { } 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
25%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a)Prepared teaching materials/guides and submit to department head. b)Conducts examination (mid/final/long hours/quizzes). c)Checks test papers and return 1 week after exam. d)Submits grade sheet and turn over class records to department head two weeks after final examination.		
60%	2. RDE: Undertakes rootcrops projects and establishes/facilitates industry/market linkages a)prepare proposals & conducts RTC projects in the field of Soil Science and Plant Nutrition b)reviews RTC projects within & outside VSU c)links RTC producer groups/soil researchers/farmers/extension agents d)establishes/coordinates/facilitates inter-agency linkages for RTC proposal development and project-related activities. e)Prepares project reports.		
5%	3. Member in different committees.		
5%	4. Participate in the co-curricular activities		
5%	5. Perform other functions assigned by the Department Head.		

14.POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Center Director

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

18. CONTACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[]
Management	[]	[]
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

Date


ANABELLA B. TULIN
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Top provide instruction, research & extension services.

22. Describe briefly the general function of the position.
Instruction

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: Relevant doctoral degree

Experience: 5 years of relevant experience; 32 hrs of relevant training.

23b. Licenses or certificates required to do this work, if any.

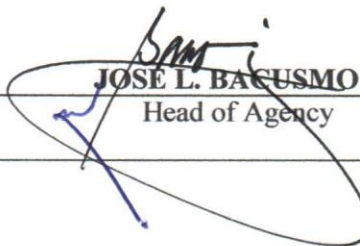
24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date


MARCELO A. QUEVEDO – Professor
Signature and Title of Immediate Supervisor

APPROVED:

Date


JOSE L. BACUSMO
Head of Agency