

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TULIN EDGARDO E. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University Leyte Campus	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P468,312.00 7b. OTHER COMPENSATION P 24,000.00 VISCAB-PROF3-23-2008	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OR POSITION Professor V		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 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :		DUTIES	
30%	To plan, implement, coordinate and supervise rootcrops postharvest R & D program		
30%	To negotiate and collaborate with partner agencies, VSU departments and centers on rootcrop researches		
20%	To participate actively in the planning and implementation of PhilRootcrops activities		
20%	To perform other duties that supervisor may assign.		



13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Center Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

President

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.

Computer, calculator, etc.

18. CONTACT

Occasional

Frequent

General Public	[ x ]	[ ]
Other Agencies	[ x ]	[ ]
Supervisors	[ x ]	[ x ]
Management	[ ]	[ ]
Others (Specify)	[ ]	[ ]

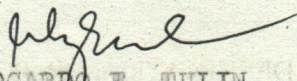
19. WORKING CONDITION

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

12 Oct 2009

Date

  
EDGARDO E. TULIN  
Signature of Employee

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

Development of appropriate post production technologies for rootcrops.

22. Describe briefly the general function of the position.

Product Development and Biotechnology Researches for Rootcrops.

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: Doctoral Degree in the area of specialization

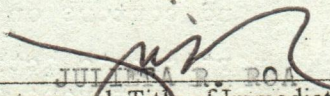
Experience: 5 years of relevant experience & 32 hours of relevant trng.

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

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

12 October 2009

Date

  
JULIANA R. ROA  
Signature and Title of Immediate Supervisor

APPROVED:

  
JOSE L. BACUSNO  
Head of Agency

Date