

REPUBLIC OF THE PHILIPPINES

EC-OSC 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

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY

7b. OTHER COMPENSATION

ACT/ BP Blg. 40

ACT/ BP Blg. 1

BOARD RES.

BOARD RES.

AUTHORIZED /11328.00

ORD. NO.

ORD. NO.

ACTUAL /11328.00

ITEM NO.

ITEM NO. 132

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor

(Research) Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

7th

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.

25%

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

20%

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

10%

4. To teach basic Soils Courses whenever required.

5%

5. To perform other duties her immediate supervisor and/or the PRCRTC Director may assign from time to time.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

College President

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.

18. CONTACTS ~~scope, laboratory equipment~~

19. WORKING CONDITION

	Occasional	Frequent
General Public	1	1
Other Agencies	1	1
Supervisors	1	1
Management	1	1
Others (Specify)	1	1

Normal Working Condition	1
Field Work	1
Field Trips	1
Exposed to varied Weather	1
Others (Specify)	1

20. I CERTIFY that the above answers are accurate and complete.

June 4, 1980
Date

Anabelle T. Bautista
ANABELLE T. BAUTISTA
Signature of Employee

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

Coordinate the national program of research on root crops in the Philippines; conduct research, training and extension on root crops; provide instruction whenever needed.

22. Describe briefly the general function of the position.

Conduct research and assist on instruction in major field of specialization.

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:

Experience: BS degree with specific area of specialization plus other requirements per College CS.

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

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

June 4, 1980
Date

M. R. Villanueva
M. R. VILLANUEVA
Signature and Title of Immediate Supervisor

25. APPROVED:

6-13-80
Date

F. A. Bernardo
F. A. BERNARDO
Head of Agency