

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

PRCRTC, VISCA

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

ACT/ EO 87 :

ACT/

BOARD RES/ :

BOARD RES/

ORD. NO. :

ORD. NO.

ITEM NO. 26-14 :

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor II (Res/Ext)

10. WAPCO CLASSIFICATION OF THIS POSITION

: 1. NAME OF EMPLOYEE

: ORIAS

: RAMON

: R.

: (Family Name) (Given Name) (Middle Name)

: 3. BUREAU OR OFFICE

: 5. WORK STATION/PLACE OF WORK

: Baybay, Leyte

: 7a. SALARY P.A.

: 7b. OTHER COMPEN-

: AUTHORIZED

: SATION

: ACTUAL ₱57,432.00

: 9. WORKING PROPOSED TITLE

: Asst. Professor II (Res/Ext)

: 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%

1. To plan, implement, coordinate & supervise the research and development programs of the Section.

40%

2. To negotiate and collaborate w/ VISCA departments or Centers & other institutions on engineering aspects related to root crops.

10%

3. To participate actively in the planning and implementation of PRCRTC activities.

10%

4. To perform other duties as the Director may assign.

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.

Technical references, 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)

: : :

I CERTIFY that the above answers are accurate and complete.

1-1-90

Date

RAMON R. ORIAS

Signature of Employee

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

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

22. Describe briefly the general function of the position.

To plan and implement and coordinate the research and development program of the Section.

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: MS 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.

MANUEL K. PALOMAR - Director

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency