

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISA AS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC, VISCA

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES./

ORD. NO.

ITEM NO. LS

6B. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

TAN DANIEL LESLIE S.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

7b. OTHER

AUTHORIZED

ACTUAL ₱49,092.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

10. Instructor III (Res/Ext)

Instructor III (Res/Ext)

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

90%

1. To prepare research proposals on processing equipment for local and international funding.

10%

2. To perform other duties as the superior may assign.

Mr. L. M...

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Research & Extension

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7 only by their nos. and titles.)
None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.
Balance, microscope, light meter, pH meter, etc.

18. CONTACTS	19. WORKING CONDITION	
	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other Agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
Others (Specify)		
	Normal Working Condition	<input checked="" type="checkbox"/>
	Field Work	
	Field Trips	
	Exposed to varied Weather	
	Others (Specify)	

20. I CERTIFY that the above answers are accurate and complete.
1-1-90 Date
Daniel Leslie S. Tan 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 prepare research proposals on processing equipment for local and international funding.

23.a. 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.
MANUEL K. PALOMAR - Director Signature and Title of Immediate Supervisor
Date

25. APPROVED:
M. R. Villanueva Head of Agency
Date