

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISSAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

FARMI

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

ACT/ : ACT/

BOARD RES./ : BOARD RES./

ORD. NO. : ORD. NO.

ITEM NO. Lump Sum : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

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 :

20% :

1. Assumes the leadership role in formulation agricultural economic programs/activities/strategies for PSDF-EV and FARMI as a whole.

15% :

2. Provides technical and operational assistance to PSDF-EV and DAF field staff.

10% :

3. Conducts regular field visits to gather information/data and monitor progress of agricultural economic activities in the project sites and in other areas of concern.

25% :

4. Coordinates with VISCA depts/centers regarding the formulation and implementation of agricultural economic programs under the FARMI.

10% :

5. Coordinates with personnel from DAF and other line agencies to facilitate the exchange of experiences and ideas.

10% :

6. Submits periodic reports, position papers, case studies etc. to the FARMI Director.

10% :

7. Performs other duties that may be assigned by the FARMI Director.

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director, FARMI : Director of Research

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

18. CONTACTS

	Ocasional	Frequent
General Public	:	:
Other Agencies	: ☒	:
Supervisors	:	: ☒
Management	:	:
Others (specify)	:	:

19. WORKING CONDITION

Normal Working Condition	:
Field Work	:
Field Trips	:
Exposed to varied Weather	:
Others (specify)	:

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

Date

Emmanuel
Signature of Employee

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

Research, Training and Extension

22. Describe briefly the general function of the position.

Agricultural economist

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 : BS degree with specific area of specialization
plus other requirements per OS of the College.

Experience:

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

None

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

15 July 1987
Date

LY TUNG - FARMI Director

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
Head of Agency