

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
SINON FELICIANO GUNO
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE
Visayas State University

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK
Visayas State University

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPROP. ACT/
BOARD RES/
ORRD. NO.
ITEM NO.

VisCAB- PROF6-9-2014

7a. SALARY P.A. P877,188.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION
PROFESSOR VI

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 []

1st
[]

2nd
[]

3rd
[]

4th
[]

5th
[]

6th
[]

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

Percent of
Working
Time

DUTIES:

	Conducts:
50 %	In-charge of the Postharvest and Processing section
25 %	Plan and implement research and extension program on abaca postharvest and processing
10 %	Design and fabricate prototypes for postharvest and processing and production of abaca
10 %	Teach Agricultural Engineering and allied subjects at VSU
5 %	Perform other duties assigned by the immediate supervisor

JOSE L. BACUNMO
Head of Agency

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/VP for 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).

SRA, Lab. Aide, Laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT

	Occasional	Frequent
General Public	<u> x </u>	<u> </u>
Other agencies	<u> x </u>	<u> </u>
Supervisors	<u> </u>	<u> x </u>
Management	<u> </u>	<u> x </u>
Others (specify)	<u> </u>	<u> </u>

19. WORKING CONDITION

Normal Working Condition	<u> x </u>
Field Work	<u> x </u>
Field Trips	<u> x </u>
Exposed to varied weather	<u> </u>
Other (specify) travels	<u> </u>

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

1/23/2015
Date

FELICIANO G. SINON
Signature of employee

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

to conduct research and extension services on all aspects of abaca

22. Describe briefly the general function of the position

to do research, instruction and extension works.

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 qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: Bachelor's degree in the area of specialization

Experiences: 5yrs. of relevant experience, 32 hrs. of relevant trainings

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

BS in Agriculture

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

1/23/2015
Date

RUBEN M. GAPASIN
Director, NARC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency