

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

1. NAME OF EMPLOYEE

(Family Name)

(Given Name)

(Middle
Name)

VELARDE

ROSA OPHELIA

DEDAL

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

OFFICE OF THE DIRECTOR OF RESEARCH AND DEVELOPMENT

DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

ODRD

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

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

7a. SALARY P.A.
AUTHORIZED
164,580.00
ACTUAL

7b. OTHER
COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

ASSISTANT PROFESSOR IV

ASSOCIATE PROFESSOR I

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

[]

[]

[XX]

[]

[]

[]

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

Percent of
Working
Time

DUTIES:

40%

- Assist the Director in the administration and coordination of the College's R and D program.

35

- Assists the Director in planning, monitoring and evaluation of the College's R and D program.

20%

- Assists the Director in the preparation of R and D program budget.

5%

- Perform other related tasks assigned by superiors.

2/4
14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director of Research and Development

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice President for Academic Affairs

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only their item nos. and titles).

None

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

Computer, books, calculator

18. CONTACT

Occasional Frequent

General Public	-----	X
Other Agencies	-----	X
Supervisors	-----	X
Management	-----	X
Others (specify)	STUDENTS	X

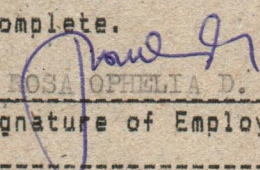
19. WORKING CONDITION

Normal Working Condition	X (office)
Field Work	X (Extension)
Field Trips	X (class activity research)
Exposed to varied Weather	-----
Others (specify)	office work X

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

July 1, 1999

Date


ROSA OPHELIA D. VELARDE
Signature of Employee

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

The ODRD is the unit in-charge of the general administration and coordination of the College's R and D program which include foreign, national, regional and local project

22. Describe briefly the general function of the position.

Assists the Director in the overall coordination, planning, monitoring and evaluation of the College's research and development program.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy 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: Relevant Masteral degree

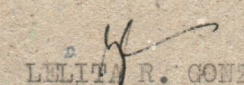
Experience: Two years relevant experience and 100 hours relevant training.

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

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

July 7, 1999

Date


LELITA R. GONZAL
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


NERELITO P. PASCUAL
Head of Agency