

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

GABUNADA FE MACAVINTA  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY  
Visayas State College of Agriculture

3. BUREAU OR OFFICE

FARMI

4. DEPT./BRANCH/DIVISION

FARMI

5. WORK STATION/PLACE OF WORK  
FARMI

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

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

VISCAB-AP2-13-1998

7a. SALARY P.A.: P 169,176.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor

9. WORKING PROPOSED TITLE

Assistant Professor

10. WAPCO CLASSIFICATION OF THIS POSITION

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 attached additional sheets.

Percent of Working Time :

DUTIES

25%

1. Formulate agricultural economic research activities of the Institute.

50%

2. Conduct field visits to gather information/data and monitor progress of agricultural economic research activities in the project sites.

15%

3. Teach agricultural economics courses.

10%

4. Do other duties that may be assigned by the Director of FARMI.

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
**Director - FARMI**

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
**Director - ODRD**

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

n/a

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

18. CONTRACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[ ]	[ x ]
Other Agencies	[ ]	[ x ]
Supervisors	[ ]	[ x ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[ x ]
Field Work	[ ]
Field Trips	[ x ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

September 25, 2001  
Date

M. Babunadi  
Signature of Employee

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

**Research and Extension**

22. Describe briefly the general function of the position.

**Formulate agricultural economic research activities of the Institute.**

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: **Relevant masteral degree**

Experience: **2-years experience in farming systems research. 8 hours of relevant training.**

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

**none required**

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Sept. 26, 2001  
Date

ZOSIMO M. DE LA ROSA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency