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

1. NAME OF EMPLOYEE
CAGASAN **EDITHA** **GUNDAYA**
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OR OFFICE
ViSCA

4. DEPT./BRANCH/DIVISION
PRCRTC

5. WORK STATION/PLACE OF WORK
PRCRTC VISCA

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

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

7a. SALARY P.A. **115,512.00** 7b. OTHER COMPENSATION
1,000 PERA & ACA

8. OFFICIAL DESIGNATION OF POSITION
Assistant Professor I

9. WORKING PROPOSE TITLE
ASSISTANT PROFESSOR I

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 attach additional sheets.

Percent of Working Time	DUTIES
20%	1. Assists in the coordination of trainings and orientation on root crop technologies;
20%	2. Prepares project proposals related to the extension of root crop technologies and to serve as project/study leader of some extension researches;
20%	3. Prepares and edit mid-year, year-end and annual reports of the Center;
20%	4. Assists in the production of root crop bulletins/technoguides/handouts in English and in the dialect and arrange for the printing of the Center's annual report and other publications;
15%	5. Assists in the conduct of other extension activities like the putting up of exhibits and establishment and maintenance of demonstration farms;
5%	6. Performs other duties that may be assigned by her supervisor.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Associate Professor V

Director

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

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

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public		
Other Agencies	<u>X</u>	
Supervisors	<u>X</u>	
Management		<u>X</u>
Others (Specify)		<u>X</u>

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

July 25, 1997

Date

EDITHA GUNDAYA-CAGASAN

Signature of Employee

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

Conduct research and extension activities

22. Describe briefly the general function of the position.

Research and extension

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 relevant experience, 8 hrs relevant training

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

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

July 25, 1997

Date

PERFECTO UL BARTOLINI - Associate Professor V

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO
President