

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

1. NAME OF EMPLOYEE
GABUNADA
FAMILY NAME

FE
GIVEN NAME

MACAVINTA
MIDDLE NAME

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

3. BUREAU OF OFFICE
FARMI

4. DEPT/BRANCH DIVISION

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

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
ACTUAL

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION
Assistant Professor

9. WORKING OR PROPOSED TITLE
Assistant Professor

10. WAPED 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

- | | |
|-----|--|
| 20% | 1. Teach courses at the Dept. of Ag. Economics. |
| 35% | 2. Formulate agricultural economic research activities of the Institute. |
| 10% | 3. Collaborate with other research centers/departments in the conduct of research and development activities. |
| 30% | 4. Conduct field visits to gather information/data and monitor progress of agricultural economic research activities in the project sites. |
| 5% | 5. Do other duties that may be assigned by the Director. |

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)

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

computer, calculator, logbook

18. CONTACTS

	Occasional	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.

October 17, 2000

Date

M. Labaneda

Signature of Employee

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

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: 1 year of relevant experience; 4 hours of relevant training

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

none

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

Oct 17, 2000

Date

ZOSIMO M. DE LA ROSA

Signature and Title of
Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

Date

Head of Agency