

REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PETILLOS MELODINA CATINCUB <small>(Family Name) (Given Name) (Middle Name)</small>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE VISCA-BIDANI
4. DEPT./BRANCH/DIVISION DANE-BIDANI		5. WORK STATION/PLACE OF WORK VISCA, Baybay, Leyte
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: ACA and PERA
8. OFFICIAL DESIGNATION OF POSITION Science Research Specialist		9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION 		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around;"> 1st <input checked="" type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div>		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.		
Percent of Working Time : D U T I E S		
40% 15% 20% 10% 10% 5% <hr style="width: 50%; margin-left: 0;"/> 100%	1. Plans and supervises/directs training activities related to Participative Domicilliary Nutrition Improvement (PDNR) implementation; 2. Conducts trainings among BNS-DWs/BIDWs; 3. Technically backstops PDNR teams at the SCU, municipal and barangay level and introduces interventions; 4. Coordinates activities related to PDNR implementation; 5. Consolidates Annual Technical Report (ATR) of the different components of the Project; and 6. Performs other duties and responsibilities as maybe assigned by the Project Director/Deputy Project Director	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Deputy Project Director</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Project Director</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">BNS-DWs/BIDWs</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Computer, typewriter, field notebook, ballpen, pencil, visual materials</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[<input checked="" type="checkbox"/>]	Other Agencies	[]	[<input checked="" type="checkbox"/>]	Supervisors	[]	[<input checked="" type="checkbox"/>]	Management	[]	[<input checked="" type="checkbox"/>]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[<input checked="" type="checkbox"/>]	Field Work	[<input checked="" type="checkbox"/>]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Extension/Action Research Project</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">Plans and conducts training activities and monitoring activities related to PDNR</p>																													
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: Bachelor of Science Degree in any related field Experience: Not required																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">Civil Service Career Professional Exam. Eligibility</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>18 May 1998</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>Antonita Cecilia Y. Sandoval</i> ANTONITA CECILIA Y. SANDOVAL, Ph. D. Deputy Project Director Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>18 May 1998</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>Samuel S. Go</i> SAMUEL S. GO, Ph. D. Head of Agency</p> </div> </div>																													