

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

1. NAME OF EMPLOYEE

GUNDAYA EDITHA A.
(FAMILY, GIVEN, MIDDLE NAME)

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

3. BUREAU OF OFFICE

PRCRTC, VISCA

4. DIST./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
P73,416.00
ACTUAL

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF POSITION

11. OCCUPATIONAL 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 additional sheets.

Percent of
Working
Time

20%

To coordinate trainings and orientations on root crop technologies;

40%

To prepare project proposals related to the extension of root crop technologies and to serve as project/study leader of some extension researches;

10%

To prepare and edit mid-year, year-end and annual report of the Center

10%

To assist in the production of root crop bulletin/technoguides/hand-outs in English and in the dialect; and arrange for the printing of the Center's annual report and other publication;

10%

To assist in the conduct of other extension activities like the putting up of exhibits and establishment maintenance of demonstration farms;

10%

To do other duties that may be assigned to her by her supervisor.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor I

15. POSITION TITLE OF NEXT HIGHER SUPERIOR

Prof. V - Center 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. 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.

Date

EDITHA A. GUNDAYA

Signature of Employee

21. Describe briefly the general function of the unit or section.

22. Describe briefly the general function of the position.

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:

Experience:

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

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

Aug. 1, 1995

Date

PERFECTO U. BARTOLINI

- Professor I

Signature and Title of Immediate Supervisor

APPROVED:

SAMUEL S. GO

Head of Agency