

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

Visayas State College of Agriculture

4. DEPT./BRANCH/DIVISION

President's Office

6a. PRES. APPROP.

ACT/ BB Blg. 1

BOARD RES./

ORD. NO.

ITE NO.

6b. PREV. APPROP.

ACT/PD 1250

BOARD RES./

ORD. NO.

ITE NO. 74(9)

8. OFFICIAL DESIGNATION OF POSITION

Research Assistant

10. WAPOO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

DEDAL OFILIA  
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY

AUTHORIZED P8820.00

ACTUAL P8820.00

7b. OTHER COMPENSATION

9. WORKING OR PROPOSED TITLE

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

7th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of:

Working Time DUTIES

35%

1. To assist in undertaking studies formulating and implementing development plans for the VISCA experiment station and all cooperating research centers and testing stations.

25%

2. To assist in evolving and implementing a monitoring and evaluation (ME) scheme for VICARP.

20%

3. To serve as liaison officer of VISCA and all cooperating research centers or testing stations and PCARR.

15%

4. To build up a specialized library on root crops, coconut and abaca and supervise the work of an assistant librarian who shall provide the necessary library service.

5%

5. To perform the functions assigned by the Coordinator of research.

VISCA  
FILE  
RECORDS DIVISION



