

46

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

Office of the Director of Research

6a. PRES. APPROP.

ACT/ BP 1g. 131

BOARD RES./

ORD. NO.

ITEM NO. 8-29

6b. PREV. APPROP.

ACT/ BP 1g. 80

BOARD RES./

ORD. NO.

ITEM NO. 35-15

1. NAME OF EMPLOYEE

VELARDE

(FAMILY NAME)

ROSA OFELIA

(GIVEN NAME)

DEDAL

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED P14,532.00

ACTUAL P14,532.00

7b. OTHER COMPENSATION

C L A

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist I

9. WORKING OR PROPOSED TITLE

Science Research Specialist I

10. WAPCO CLASSIFICATION OF THIS 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 attach additional sheets.

Percent of : DUTIES

Working
Time

40%

1. To assist in undertaking studies in formulating, 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 monitorial and evaluation scheme (ME) scheme for ViCARP.

25%

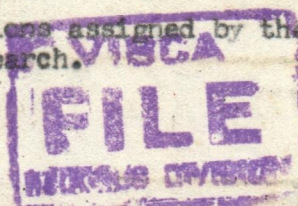
3. To serve as liaison officer of VISCA and all cooperating research center or testing stations on matters pertaining to PCARR supported research.

5%

4. To assist the Research Coordinator in discharging administrative functions related to all research projects of VISCA under PCARR and all other various sources of support.

5%

5. To perform other functions assigned by the coordinator of research or the Director of Research.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director of Research

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College President

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

None

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

18. CONTACTS

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

19. WORKING CONDITION

Normal Working Condition	:x: :
Field Work	: : :
Field Trips	: : :
Exposed to varied Weather	: : :
Others (Specify)	: : :

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

5.13.83

Date

ROSA OFELIA D. VELARDE

Signature of Employee

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

Planning, implementing, monitoring and evaluation of the Visayas Coordinated Agricultural Research Programs (ViCARP).

22. Describe briefly the general function of the position.

To assist the Director of Research in planning, implementation, monitoring and evaluation of ViCARP projects and activities.

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: BS degree with specific area of specialization plus other requirements
Experience: per QS of the College.

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

None

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

5.13.83

Date

EMILIANA N. BERNARDO, Director of Research

Signature and Title of Immediate Supervisor & Extension

25. APPROVED:

5.24.83

Date

F. A. BERNARDO
Head of Agency