

REPUBLIC OF THE PHILIPPINES
BC-CSC FORM NO. 1
(Position Description Form)

1. NAME OF EMPLOYEE
:
MAZO ANDREW A.
:(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State University

3. BUREAU OR OFFICE
:
VSU

4. DEPARTMENT/BRANCH/DIVISION
:
OVPRE, VSU, Visca

5. WORK STATION/PLACE OF WORK
:
VSU, Visca, Baybay City, Leyte

6a. PRES. APPROP. ACT: 6b. PREV. APPROP.
COMPENSATION

7a. SALARY : 7b. OTHER

BOARD RES./ : ACT/BOARD RES./ : AUTHORIZED
ORD. NO. : ORD. NO. : ACTUAL
ITEM NO. : ITEM NO. Lump Sum :

PERA & ACA

8. OFFICIAL DESIGNATION OF POSITION
:
Science Aide

9. WORKING OR PROPOSED TITLE
:
Science Aide

10. WAPCO CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS' CLASS

MUNICIPALITY / /			CITY / X /		PROVINCE / /	
1 st	2 nd	3 rd	4 th	5 th	6 th	
/ /	/ /	/ /	/ /	/ /	/ /	

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

- | | | |
|-----|----|---|
| 30% | 1. | Monitors and consolidates all VSU-funded extension projects' accomplishments vis-à-vis the targets and prepares quarterly, midyear and year-end (annual) report for submission to the ODREx planning unit, for integration and submission to FMO and other concerned offices; |
| 20% | 2. | Monitors and consolidates reports of all trainings conducted from departments, centers, institutes and colleges; |
| 15% | 3. | Takes charge of referral services and documents requests and actions taken by concerned departments, centers and institutes on requests by walk-in clients; |
| 15% | 4. | Monitors and documents the LANDBANK-TPC including SETUP DATEBED funded projects and submits consolidated quarterly, midyear and year-end reports to the Director; |
| 5% | 5. | Assists in facilitating Extension In-House Review; |
| 5% | 6. | Assists in the Farmers' Field Day, Baybay Agro-Fair and other related activities; |
| 5% | 7. | Assists in facilitating training programs; |
| 5% | 8. | Do other tasks that may be assigned by the superior. |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: Director for Research & Extension
15. POSITION TITLE OF NEXT HIGHER SUPERVISOR: Vice President for Academic Affairs

16. NAME, TITLE AND ITEM NO. 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 THE PERFORMANCE OF WORK
Computer, Printer, Stapler, Scissor, Filing Cabinet, Office Tables, Chairs

18. CONTACTS

Occasional Frequent

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.

January 7, 2008
Date

ANDREW A. MAZO
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.

The office is responsible for the overall coordination and management of the university's research and development (R & D) and extension (E) programs.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

Overall assistance in the establishment and maintenance of the university's research and extension (R & E) management and information system (MIS)/

23a. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should filled for all positions other than teaching.

Education: . College Graduate with background in data management

Experience:

23b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

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

Date

OTHELLO B. CAPUNO
Signature and Title of
Immediate Supervisor

APPROVED:

Date

JOSE L. BACUSMO
Head of Agency