

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

1. NAME OF EMPLOYEE

VELARDE, ROSA OPHELIA D.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture (VisCA)

3. BUREAU OR OFFICE

OFFICE OF THE DIRECTOR OF RESEARCH
AND DEVELOPMENT (ODRD)

4. DEPT./BRANCH/DIVISION
DIRECTOR OF RESEARCH AND DEVELOPMENT (ODRD)

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:

8. OFFICIAL DESIGNATION OF POSITION

ASSISTANT PROFESSOR IV

9. WORKING PROPOSED TITLE

ASSISTANT PROFESSOR IV

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY ☒ CITY ☐ PROVINCE ☐

1st
[]

2nd
[X]

3rd
[]

4th
[]

5th
[]

6th
[]

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

Percent of
Working Time :

DUTIES

20 %

1. Assists in the formulation of short term and long term
R and D plans of the college.

20%

2. Assists in the preparation/facilitation of development programs/
projects for funding.

20%

3. Coordinates the review of R and D proposals with the commodity
teams.

15%

4. Assists in the preparation of R and D Budget.

20%

5. Assists in the forging/establishment and strengthening
inter-unit and interagency linkages;.

5%

6. Performs other related tasks assigned by superiors.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DIRECTOR, RESEARCH AND DEVELOPMENT

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
VICE PRESIDENT, ACADEMIC AFFAIRS

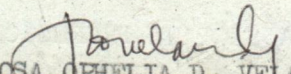
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
SCIENCE RESEARCH ASSISTANT (6ontarctual)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
COMPUTER, CALCULATOR, R AND D REFERENCES/ REPORTS / DATA, PEN, PAPERS.

18. CONTRACT	Occasional	Frequent	19. WORKING CONDITION
General Public	[X]	[]	Normal Working Condition [X]
Other Agencies	[]	[X]	Field Work []
Supervisors	[]	[X]	Field Trips []
Management	[]	[X]	Exposed to Varied Weather []
Other (Specify) RESEARCHERS		[X]	Others (Specify) TRIP TO [X] Hels. Cooperating/collaborating agencies, LGUs

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

JULY 19, 2000
Date


ROSA OPHELIA D. VELARDE
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
ODRD : Overall coordination in the planning, monitoring and evaluation of implemented programs/projects of the college's R and D program.

22. Describe briefly the general function of the position.
R. and D planning, Project development and establishment/strengthening R and D linkages.

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).

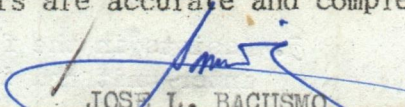
Education: Relevant Masteral Degree

Experience: Two years relevant experience and 100 hours relevant training.

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

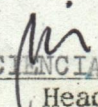
24. I HEREBY CERTIFY that the above answers are accurate and complete.

July 19, 2000
Date


JOSE L. BACUSMO
Signature and Title of Immediate Supervisor

25. APPROVED:

July 24, 2000
Date


PACIENCIA P. MILAN
Head of Agency