

109

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

NAME OF EMPLOYEE

SINON, FELICIANO GUNO

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE
National Abaca Research Center

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/

ACT/

AUTHORIZED

BOARD RES/

BOARD RES/

ORD. NO. 157-1

ORD. NO. RA 7180

ACTUAL

ITEM NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

INSTRUCTOR III

INSTRUCTOR III

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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 Working Time

DUTIES: Education: Bachelor's degree in the area of special per BS of the College.

10 %

In-charge of the postharvest and processing section.

60 %

Plan and implement research and extension program on abaca postharvest and processing.

25 %

Design and fabricate prototypes for postharvest and processing and production of abaca.

5 %

Perform other duties assigned by the immediate supervisor.

100 %

Signature and Title of Immediate Supervisor

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Associate Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/Director ODRD

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

SRAs/Aides, Laborers

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

Calculator, Processing machines, fabrication equipment and tools

18. CONTACT

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

x

Exposed to varied weather

Other (specify) travels

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

Sept. 27, 1999

Date

FELICIANO G. SINON

Signature of employee

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

to conduct research and extension on all aspects of abaca

22. Describe briefly the general function of the position

to plan and implement research on abaca.

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 qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: Bachelor's degree in the area of specialization plus other requirements per QS of the College.

Experiences: not required

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

none

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

Oct. 8, 1999

Date

LUZ O. MORENO

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN
Head of Agency