

REPUBLIC OF THE PHILIPPINE BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ROYO JOHNSON JR. TONGCO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DEPARTMENT OF AGRICULTURE		3. BUREAU OR OFFICE PHILIPPINE CARABAO CENTER	
4. DEPT./BRANCH/DIVISION PCC AT VISCA		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 Agricultural Technician I		9. WORKING PROPOSED TITLE	
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 3rd 4th 5th 6th () () () () () ()			

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

Percent of Working Time	DUTIES
25%	1. Prepares and finalizes necessary reports to main office.
20%	2. Takes care of data banking.
10%	3. Assists in the maintenance of animals on-station
5%	4. Assists in the conduct of AI
20%	5. Submits and follows-up papers of the Center in other offices.
15%	6. Maintains cleanliness of Center and its surroundings.
5%	7. Performs other tasks whenever needed.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DIRECTOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
PRESIDENT 26

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

Computer, Printer, NI Cutter, Typewriter, Motorcycle, Marking Pens, Brush Cutter

18. CONTACT	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	(x)
Other (Specify)	()	()	Others (Specify)	()

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

December 17, 1996

Date

JOHNSON T. ROYO JR

Signature of Employee

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

To conserve, propagate and promote the carabao as a source of draft animal power, meat, milk and hide to benefit the rural farmers.

22. Describe briefly the general function of the position.

Dissemination of carabao development technology to rural farming communities.

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: **Completion of two years studies in college/vpcational courses.**

Experience: **None**

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

None

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

OSCAR B. POSAS

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency