

REPUBLIC OF THE PHILIPPINES
BS-CSC Form No. 1
(POSITION DESCRIPTION FORM)

: 1. NAME OF EMPLOYEE

:
: GABUNADA FE MACAVINTA
: (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR
AGENCY/LOCAL GOVERNMENT

: 3. BUREAU OR OFFICE

:
: VISCA

4. DEPT./BRANCH/DIVISION

: 5. WORK STATION/PLACE OF WORK

FARMI

FARMI

6a. PRES. APPROP. ACT/ : 6b. PREV. APPROP. ACT/: 7a. SALARY : 7b. OTHER COMPENSATION

BOARD RES./ : BOARD RES./ :
ORD. NO. : ORD. NO. : AUTHORIZED:
ITEM NO. : ITEM No. : ACTUAL :

8. OFFICIAL DESIGNATION OF POSITION

: 9. WORKING OR PROPOSED TITLE

Asst Professor

Asst. Professor

10. WAPCO CLASSIFICATION OF THIS POSITION
blk)

: 11. OCCUPATIONAL GROUP TITLE (Leave

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

MUNICIPALITY / /

CITY / /

PROVINCE / /

1st

2nd

3rd

4th

5th

6th

7th

/ /

/ /

/ / / /

/ / / /

/ /

Percent of

working

Time

: DUTIES

30%

1. Formulate agricultural economic research activities of the Institute.

40%

2. Conduct field visits to gather information/data and monitor progress of agricultural economic research activities in the project site.

10%

3. Take responsibility of the Institute's library and publication.

10%

4. Teach one undergraduate course.

10%

5. Do other duties that may be assigned by the Director.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director (FARMI)

Director (ODRD)

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

none

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

Motorcycle, computer, calculator

18. CONTACTS

Occasional	/ /	/ /
Frequent	/ /	/ /
General Public	/ /	/x/
Other Agencies	/ /	/x/
Supervisors	/ /	/ /
Management	/ /	/ /
Other (Specify)	/ /	/ /

19. WORKING CONDITION

Normal Working Condition	/x/
Field Work	/x/
Field Trips	/x/
Exposed to Varied Weather	/ /
Other (Specify)	/ /

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

Date

Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

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

22. Describe briefly the general function of the position.

Formulate agricultural economic research activities of the Institute.

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:

Experience: 2 yrs experience in on-farm research.

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

none

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

Date

Signature and Title of Immediate Supervisor

25. Approved

PACIFICIA P. MILAN
President