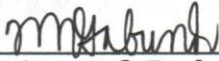




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GABUNADA FE MACAVINTA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE (ECO-FARMI)		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 752,040.00	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VisCAB-PROF4-10-2014		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION PROFESSOR <u>IV</u>		9. WORKING PROPOSED TITLE 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 3rd 4th 5th 6th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time: D U T I E S			
50%	1.	Formulates and conducts socioeconomic researches.	
30%	2.	Teaches undergraduate and graduate Economics and Agricultural Economics subjects and serves as thesis adviser to undergraduate and graduate students.	
10%	3.	Supervises/ manages income generating project of the University.	
5%	4.	Serves as member in different committees and participates in co-curricular activities.	
5%	5.	Performs other functions assigned by the Director.	

164

OP# 1506

14. POSITION TITLE OF IMMEDIATE SUPERVISOR ASSOCIATE PROFESSOR III	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR PROFESSOR V																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) SARAH B. ANWAR - RESEARCH ASSISTANT ANA LIZA M. RECTO - RESEARCH ASSISTANT CHIEF BAKER AND 8 OTHER BAKERY WORKERS																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. COMPUTER AND PRINTER																													
18. CONTRACT	19. WORKING CONDITION																												
<table border="0"> <tr> <td></td> <td><u>Occasional</u></td> <td><u>Frequent</u></td> </tr> <tr> <td>General Public</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Other Agencies</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Supervisors</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Management</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Other (Specify)</td> <td>[]</td> <td>[]</td> </tr> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<table border="0"> <tr> <td>Normal Working Condition</td> <td>[X]</td> </tr> <tr> <td>Field Work</td> <td>[]</td> </tr> <tr> <td>Field Trips</td> <td>[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td>[]</td> </tr> <tr> <td>Others (Specify)</td> <td>[]</td> </tr> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <u>29 December 2014</u> Date </div> <div>  Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.																													
22. Describe briefly the general function of the position. Instruction.																													
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 doctoral degree Experience: 5 yrs. of relevant experience, 32 hrs of 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. <div style="display: flex; justify-content: space-between;"> <div> <u>12/22/14</u> Date </div> <div>  PASTOR P. GARCIA - DIRECTOR Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div> <u> </u> Date </div> <div>  JOSE L. BACALSO Head of Agency </div> </div>																													