

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

1. NAME OF EMPLOYEE
(Family Name) (Given Name) (Middle Name)
VELARDE ROSA OPHELIA DEDAL

DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

OFFICE OF THE DIRECTOR OF RESEARCH
AND DEVELOPMENT (ODRD)

Baybay, Leyte

PRES. APPROP. ACT/ RA 8174 BOARD RES/ ORD. NO. ITEM NO. VISCAB-AP3-7	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. AUTHORIZED ACTUAL 129,900.00	7b. OTHER COMPENSATION NONE
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8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

ASSISTANT PROFESSOR III

ASSISTANT PROFESSOR IV

WAPCO CLASSIFICATION OF THIS
POSITION

11. OCCUPATION GROUP TITLE
(Leave blank)

FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY []

CITY []

PROVINCE []

1st
[]

2nd
[]

3rd
[]

4th
[]

5th
[]

6th
[]

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

Percent of
Working
Time

DUTIES:

- | | |
|-----|---|
| 30% | 1. Assists in the formulation of long term and short term R and D plans of the College; |
| 15% | 2. Takes charge in the preparation and facilitation of the College's overall R and D program budget; |
| 20% | 3. Coordinates the monitoring and evaluation of the College's overall R and D program regardless of source of funds; |
| 20% | 4. Coordinates the preparation and packaging of the College's R and D reports; research highlights and accomplishments; |
| 5% | 5. Coordinates and facilitates the College's R and D Fora; |
| 5% | 6. Acts as Secretary of the Research and Development Advisory Committee; |
| 5% | 7. Performs other related tasks assigned by superiors; |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DIRECTOR, RESEARCH AND DEVELOPMENT

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

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

NONE

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

COMPUTER, CALCULATOR, STAPLER, PEN, PAPERS, R AND D REFERENCES

18. CONTACT

Occasional Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others, RESEARCHERS

X

19. WORKING CONDITION

Normal Working Condition X

Field Work

Field Trips (EVALUATION) X

Exposed to varied Weather

Others (specify) office work X

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

JULY 28, 1997

Date

ROSA OPHELIA D. VELARDE

Signature of Employee

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

COORDINATES THE OVERALL R AND D PROGRAM OF THE COLLEGE.

22. Describe briefly the general function of the position.

COORDINATES THE R AND D PLANNING, MONITORING AND EVALUATION OF THE COLLEGE.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy 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: MS LEVEL

Experience: AT LEAST THREE YEARS EXPERIENCE IN R AND D MANAGEMENT.

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

NONE.

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

JULY 29, 1997

Date

LELITA R. GONZAL

Director, ODRD

Signature and Title of Immediate Supervisor

25. APPROVED:

JULY 29, 1997

Date

SAMUEL S. GO, President

Head of Agency