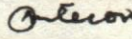
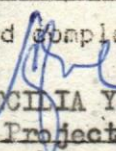


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MONTEROSO ELENA ISRAEL (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture	3. BUREAU OR OFFICE VISCA-BIDANI	
4. DEPT./BRANCH/DIVISION DATE-BIDANI	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: ACA and PERA	
8. OFFICIAL DESIGNATION OF POSITION Science Research Specialist	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 sheets.		
Percent of Working Time :	D U T I E S	
40%	1. Plan and conduct training activities on Barangay Management Information System (BMIS) and Project Management Information System (PMIS);	
10%	2. Prepare training materials and modules on BMIS and PMIS;	
5%	3. Prepare report on BMIS component;	
10%	4. Consolidate Semester Progress Report (SPR) of the Project;	
20%	5. Technically backstops the BMIS team at the SCU, municipal and village level;	
10%	6. Prepare project quarterly and annual extension reports; and	
5%	7. Perform other activities as maybe assigned by the Project Director/Deputy Project Director	
100%		
03082700N J. I. ANGLIN		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Deputy Project Director	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Project Director																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) BDC/BIWs																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, typewriter (manual), ballpen, pencil, paper, eraser, black board																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[X]	Other Agencies	[]	[X]	Supervisors	[]	[X]	Management	[]	[X]	Other (Specify)	[]	[X]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>5 - 15 - 98</u> Date  HELENA I. MONTEROSO Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Extension action research project																													
22. Describe briefly the general function of the position. Plan and conduct lecture/training/seminar																													
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: Bachelor of Science Degree in any related field Experiences: Not required																													
23b. Licenses or certificates required to do this work, if any. Civil Service Carrier Professional Exam. Eligibility																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>16 May 1998</u> Date  ANTONIA CECILIA Y. SANDOVAL, Ph. D. Deputy Project Director Signature and Title of Immediate Supervisor																													
25. APPROVED: <u>18 May 1998</u> Date  DANIEL S. GO, Ph. D. Head of Agency																													