

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

1. NAME OF EMPLOYEE
SINON FELICIANO GUNO
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE
Visayas State University

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK
Visayas State University

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPROP. ACT/
BOARD RES/
ORRD. NO.
ITEM NO. VLSCAP - APPD 1-11-2008

7a. SALARY P.A. ₱720,052.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION
ASSOCIATE PROFESSOR III

9. WORKING PROPOSED TITLE
ASSOCIATE PROFESSOR III

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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 attach additional sheets.

Percent of
Working
Time

DUTIES:

10 %

In-charge of the postharvest and processing section.

60 %

Plan and implementation research and extension program on abaca
Postharvest and processing

25 %

Design and fabricate prototypes for postharvest and processing and
Production of abaca

5 %

Perform other duties assigned by the immediate supervisor.

100 %

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/VP. R & E

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

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computer, calculator, and drawing instruments

18. CONTACT


19. WORKING CONDITION

	Occasional	Frequent
General Public	<u> x </u>	<u> </u>
Other agencies	<u> x </u>	<u> </u>
Supervisors	<u> </u>	<u> x </u>
Management	<u> </u>	<u> x </u>
Others (specify)	<u> </u>	<u> </u>

Normal Working Condition	<u> x </u>
Field Work	<u> </u>
Field Trips	<u> </u>
Exposed to varied weather	<u> </u>
Other (specify) travels	<u> </u>

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

Oct. 12, 2009
Date


FELICIANO G. SINON
Signature of employee

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

To conduct research abaca

22. Describe briefly the general function of the position

To plan and implement research on abaca

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 qualification of the present incumbent. This item should be filled for all positions other than teaching).


Education: Relevant masteral degree

Experiences: 1 year of relevant experience; 4 hours 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.

Date


RUBEN M. GAPASIN
Director, NARC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency