

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

DEDAL

ROSA OFELIA

I.

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

4. LEAD./BRANCH/DIVISION

VICARP Office of the President

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ BP 1a. 40

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/ BP 1g. 1

BOARD RES./

ORD. NO.

ITEM NO. 68(7)

7a. SALARY

7b. OTHER COMPENSATION

AUTHORIZED 10,776.00 p.a.

ACTUAL 10,776.00 p.a.

8. OFFICIAL DESIGNATION OF POSITION

(Research) Assistant Instructor

9. WORKING OR PROPOSED TITLE

(Research) Assistant Instructor

10. CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

7th

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

Percent of:

Working DUTIES

Time

35% 1.

To assist in the formulation and implementation of development plans for VisCA experiment stations and all cooperating research centers and testing stations.

25% 2.

To assist in evolving and implementing and monitorial and evaluation scheme for Visayas Coordinated Agricultural Research Program.

15% 3.

To serve as liaison officer of VisCA and all cooperating research centers or testing stations and PCARR.

15% 4.

To build up a scientific literature service and a specialized library on root crops, coconut and abaca and supervise the work of an assistant librarian, who shall provide the necessary library service.

10% 5.

To perform other functions assigned by the research coordinator.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: Research Coordinator

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR: College President

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos., and titles). None

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

pens, paper, technical books, record books, stapler, wire remover, etc.

18. CONTACTS

Occasional Frequent

General Public	ix	ix
Other Agencies	ix	ix
Supervisors	ix	ix
Management	ix	ix
Others (Specify)	ix	ix

19. WORKING CONDITION

Normal Working Condition	ix
Field Work	ix
Field Trips	ix
Exposed to varied Weather	ix
Others (Specify)	ix

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

3-24-80

Date

Signature of Employee



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

Planning, implementation, monitoring and evaluation of the VISAYAS COORDINATED AGRICULTURAL RESEARCH PROGRAM (VICARP).

22. Describe briefly the general function of the position.

To assist the coordinator in planning, implementation, monitoring and evaluation of VICARP.

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: BS degree with specific area of specialization plus other requirements
Experience: per QS of the college.

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

None

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

3-25-80

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

3-27-80

Date

F. A. BERNARDO
Head of Agency