

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GABUNADA FE M. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION FARM		5. WORK STATION/PLACE OF WORK FARM	
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:	
8. OFFICIAL DESIGNATION OF POSITION Asst. Professor IV		9. WORKING PROPOSED TITLE Asst. 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 : DUTIES On study Leave			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Assec Professor-Director		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[]	[]	Normal Working Condition []
Other Agencies	[]	[]	Field Work []
Supervisors	[]	[]	Field Trips []
Management	[]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete.			
<u>October 26, 1998</u> Date		<u>M. Habundado</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To plan, coordinate and implement research projects in the FSR/E context.			
22. Describe briefly the general function of the position. Formulate agricultural economic research activities of the Institute.			
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 masteral degree Experience: 1 yrs relevant experience; 4 hrs relevant training			
23b. Licenses or certificates required to do this work, if any. none			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u>Nov 29, 1998</u> Date		<u>Zosimo M. de la Rosa</u> Signature and Title of Immediate Supervisor	
25. APPROVED:		SAUEL S. GO Head of Agency	
 Date		 Head of Agency	