

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Center for Social Research - SFD

6a. PRES. APPROP.

ACT/BP Blg. 640

BOARD RES./

ORD. NO.

ITEM NO. Item Sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

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 attach additional sheets.

Percent of: DUTIES

Working :

Time :

40 %

40 %

10 %

10 %

1. help plan, implement and keep records of preventive maintenance program for the mini and microcomputer system of the college including peripherals and support equipment such as dehumidifiers, air conditioners and uninterruptible power supply systems
2. encode and process research data
3. keep records and monitor the use of computer softwares and manuals of the EDPC library
4. take charge in allocating and scheduling the use of microcomputers



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, CSR-SFD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research

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.

Computers, etc.

18. CONTACTS

Occasional

Frequent

General Public

: ☒ :

: ☒ :

Other Agencies

: ☒ :

: ☒ :

Supervisors

: ☒ :

: ☒ :

Management

: ☒ :

: ☒ :

Others (Specify)

: ☒ :

: ☒ :

19. WORKING CONDITION

Normal Working Condition

: ☒ :

Field Work

: ☒ :

Field Trips

: ☒ :

Exposed to varied Weather

: ☒ :

Others (Specify)

: ☒ :

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

16 July 1985

Date

MANUEL E. CASANGCAPAN

Signature of Employee

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

To plan and implement the programs of the Center for Social Research in Small Farmer Development

22. Describe briefly the general function of the position.

To encode research data and help plan, implement and keep records of preventive maintenance program for computer system of the College.

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

Experience: requirements per QS of the College

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

None Required

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

7-22-85

Date

ELISEO R. PONCE, Director, CSR-SFD

Signature and Title of Immediate Supervisor

25. APPROVED:

7-28-85

Date

SAMUEL S. GO

Head of Agency