

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

ROYO, JR. JOHNSON T.

(Family Name) (Given Name) Middle Name

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OF OFFICE

PCC at VISCA

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

PHILIPPINE CARABAO CENTER AT VISCA

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

6b. PREV. APPROP
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Agricultural Technician I

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. Conducts PD, ES and AI.

20%

2. Prepares reports (Monthly Accomplishment Report, Audited Financial Report, Trip Ticket, TEV and Travel Order).

20%

3. Prepares records of animals at the Center.

10%

4. Prepares and sends communications.

10%

5. Performs other task whenever directed.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Center Chief

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

President

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.

AI Kit

Rubber boots

Computer

Calculator

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Other (Specify)

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19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

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

12/14/95

Date

JOHNSON T. ROYO, JR.

Signature of Employee

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

To promote the development of the entire carabao industry as a direct and indirect means of improving the general well being of Filipinos particularly the rural farming families.

22. Describe briefly the general function of the position.

Upgrading the Philippine native carabao through artificial insemination as source of draft power, meat milk and hide.

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 position other than teaching).

Education:

Experience:

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.

OSCAR B. POSAS

Date

Signature and Title of Immediate supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency