

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

1. NAME OF EMPLOYEE

197

VELARDE, ROSA OPHELIA D.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE
OFFICE OF THE DIRECTOR OF
RESEARCH AND DEVELOPMENT

4. DEPT./BRANCH/DIVISION
OFFICE OF THE DIRECTOR OF RESEARCH AND DEVELOPMENT

5. WORK STATION/PLACE OF WORK
VISCA, BAYBAY, LEYTE

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO. VISCAB-AP4-
34

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

7a. SALARY P.A.: ₱ 181,044.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION
ASSISTANT PROFESSOR IV

9. WORKING PROPOSED TITLE
ASSISTANT 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Percent of Working Time : DUTIES

- | | |
|-----|---|
| 20% | 1. Assists in the formulation of short term and long term R & D plans of the college. |
| 20% | 2. Assists in the preparation/facilitation of development programs for funding. |
| 20% | 3. Assists in the preparation of the College's R & D Budget. |
| 20% | 4. Coordinates the review of R & D proposals with the Commodity Teams. |
| 15% | 5. Assists in forging/establishment of inter-unit and interagency linkages. |
| 5% | 6. Performs other related tasks assigned by superiors. |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DIRECTOR, RESEARCH AND DEVELOPMENT

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
VICE PRESIDENT, ACADEMIC AFFAIRS

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
SCIENCE RESEARCH ASSISTANT (Contractual)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
COMPUTER, CALCULATOR, R & D REFERENCES, DATA, PEN, PAPERS, Vehicle when on travel.

18. CONTRACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[X]	[]
Other Agencies	[]	[X]
Supervisors	[]	[X]
Management	[]	[X]
Other (Specify) RESEARCHERS	[]	[X]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify) TRIPS TO COOPERATING/COLLABORATING AGENCIES	[X]

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

MARCH 20, 2001
Date

ROSA OPHELLA D. VELARDE
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
ODRD: Exercise/ In-charge of overall coordination in planning, monitoring and evaluation of the College's R & D program.

22. Describe briefly the general function of the position.
R & D Planning, project development, R & D Linkages.

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: Two years relevant experience and 800 hours 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.

March 21, 2001
Date

JOSE L. BACUSMO
Signature and Title of Immediate Supervisor

25. APPROVED:

March 23, 2001
Date

PACIENCIA P. MILAN
Head of Agency