

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

FARMI

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. 15 : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

: 1. NAME OF EMPLOYEE

: GABUNADA FE M.
(Family Name) (Given Name) (Middle Name)

: 3. BUREAU OR OFFICE

: 5. WORK STATION/PLACE OF WORK

: Baybay, Leyte

: 7a. SALARY P.A. : 7b. OTHER COMPEN-
AUTHORIZED : SATION

: ACTUAL : 27,355.00 : COLA

: 9. WORKING PROPOSED TITLE

: same

: 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 attach additional sheets.

Percent of: DUTIES ---

Working :

Time :

- | | | |
|-----|---|--|
| 20% | : | 1. Assumes the leadership role in formulation agricultural economic programs/activities/strategies for FSDP-EV and FARMI as a whole. |
| 15% | : | 2. Provides technical and operational assistance to FSDP-EV and DAF field staff. |
| 10% | : | 3. Conducts regular field visits to gather information/data and monitor progress of agricultural economic activities in the project sites and in other areas of concern. |
| 25% | : | 4. Coordinates with VisCA depts./centers regarding the formulation and implementation of agricultural economic programs under the FARMI. |
| 10% | : | 5. Coordinates with personnel from DAF and other line agencies to facilitate the exchange of experiences and ideas. |
| 10% | : | 6. Submits periodic reports, position papers, case studies etc. to the FARMI Director. |
| 10% | : | 7. Performs other duties that may be assigned by the FARMI Director. |

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, FARMT : 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.

Computer, calculator
18. CONTACT : 19. WORKING CONDITION

	Occasional	Frequent	
General Public	:	:	Normal Working Condition
Other Agencies	:	:	Field Work
Supervisors	:	:	Field Trips
Management	:	:	Exposed to varied Weather
Others (Specify)	:	:	Others (Specify)

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

August 17, 1988

Date

ER M. GABINADA

Signature of Employee

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

Research and extension services
22. Describe briefly the general function of the position.

Agricultural economist

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
Experience: plus other requirements 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.

9/5/88

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

9/5/88

Date

M. R. VILLANUEVA

Head of Agency