

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

VELARDE

ROSA OFELIA

DEDAL

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Office of the Resident (VICARP)

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/ BP Blg. 80

ACT/ BP Blg. 40

AUTHORIZED P14,532.00

BOARD RES./

BOARD RES./

ACTUAL

ORD. NO. 35-15

ORD. NO. 31-15

P14,532.00

ITEM NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor

Instructor

10. NAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 :

40%

1. To assist in undertaking studies in formulating, implementing development plans for VisCA experimental station and all cooperating research centers and testing stations;

25%

2. To assist in evolving and implementing or monitoring and evaluation scheme for Visayas Coordinated Agricultural Research Program;

15%

3. To serve as liaison officer of VisCA and all cooperating research center or testing stations on matters pertaining to PCARR supported research;

15%

4. To assist the Research Director in discharging administrative functions related to all research projects of VisCA under PCARR and all other various sources of support;

5%

5. To perform other functions assigned by the Director of Research.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Research Director 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College President

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. Pen, paper, technical books, record books, stapler, staple wire remover, etc.

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION	
General Public	<u>: X :</u>	<u>: :</u>	Normal Working Condition	<u>: X :</u>
Other Agencies	<u>: X :</u>	<u>: :</u>	Field Work	<u>: :</u>
Supervisors	<u>: :</u>	<u>: X :</u>	Field Trips	<u>: :</u>
Management	<u>: :</u>	<u>: X :</u>	Exposed to varied Weather	<u>: :</u>
Others (Specify)	<u>: :</u>	<u>: :</u>	Others (Specify)	<u>: :</u>

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

1-27-82
Date

Rosa Velarde
ROSA OFELIA D. VELARDE
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Planning, implementing, monitoring and evaluation of the Visayas Coordinated Agricultural Research Program (VICARP).

22. Describe briefly the general function of the position.
To assist the Director in planning, implementing, monitoring and evaluating VICARP.

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

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

2-1-82
Date

Pres. F. A. Bernardo
Signature and Title of Immediate Supervisor



25. APPROVED:

2-1-82
Date

F. A. Bernardo
F. A. BERNARDO
Head of Agency