

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

GABUNADA FRANCISCO JR. G.
(FAMILY NAME) (GIVEN NAME) (M.I.)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. ; 7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL

₱42,480.00

9. WORKING OR PROPOSED TITLE

Instructor I (Res/Ext)

11. OCCUPATIONAL GROUP TITLE
(leave blank)

8. OFFICIAL DESIGNATION OF POSITION

Instructor I (Res/Ext)

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
Working
Time

25%

1. Coordinates w/ VISCA departments/centers regarding the formulation & implementation of livestock programs under FARM I.

20%

2. Assumes leadership role in formulation livestock programs/ activities/strategies for FSDP-EV and FARM I as a whole.

15%

3. Provides technical & operational assistance to FSDP-EV & DAF field staff.

10%

4. Conducts regular field visits to gather information/data and monitor progress of livestock activities in the project sites & in other areas of concern.

10%

5. Coordinates w/ personnel from DAF & other line agencies to facilitate the exchange of experience & ideas.

10%

6. Submits periodic reports, position papers, case studies, etc. to the FARM I director.

10%

7. Performs other duties that may be assigned by the Director

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, FARMI

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research & Extension

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.

Animal science laboratory equipment/materials

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) : ☐ :

I CERTIFY that the above answers are accurate and complete.

11/14/90

Date

FRANCISCO G. GABUNADA
Signature of Employee

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

To render research and extension services.

22. Describe briefly the general function of the position.

Act as animal scientist.

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

Experience: 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.

Date

SERGIO E. ABIT - Admin. Coordinator
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA Jr.
Head of Agency

Renewal 1-1-92