

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>GABUNADA FRANCISCO, JR. GIMENO</u> (Family Name) (Given Name) (Middle Name)													
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE <u>ViSCA</u>													
3. DEPT./BRANCH/DIVISION <u>FARMI</u>		5. WORK STATION/PLACE OF WORK <u>Baybay, Leyte</u>													
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>157-8</u>	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>157-8</u>	7a. SALARY P.A. <u>P57,492.00 p.a.</u>	7b. OTHER COMPENSATION												
8. OFFICIAL DESIGNATION OF POSITION <u>Instructor III</u>		9. WORKING PROPOSED TITLE <u>Instructor III</u>													
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 attach additional sheets.															
<table border="1"><thead><tr><th>Percent of Working Time</th><th>D U T I E S</th></tr></thead><tbody><tr><td>30 %</td><td>Formulate livestock and livestock-related research and development activities of the institute.</td></tr><tr><td>30 %</td><td>Conduct field visits to gather information/data and monitor progress of research and other activities related to animal production in the project sites.</td></tr><tr><td>20 %</td><td>Coordinate with other departments/centers of ViSCA in the conduct of FARMI's research and other activities related to animal production in the project site.</td></tr><tr><td>5 %</td><td>Submit periodic reports to head of office (FARMI).</td></tr><tr><td>15 %</td><td>Perform other duties assigned by the head of office.</td></tr></tbody></table>				Percent of Working Time	D U T I E S	30 %	Formulate livestock and livestock-related research and development activities of the institute.	30 %	Conduct field visits to gather information/data and monitor progress of research and other activities related to animal production in the project sites.	20 %	Coordinate with other departments/centers of ViSCA in the conduct of FARMI's research and other activities related to animal production in the project site.	5 %	Submit periodic reports to head of office (FARMI).	15 %	Perform other duties assigned by the head of office.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Interim Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
na
None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
portable computers, laboratory oven and mill

18. CONTACT

	Occasional	Frequent
General Public	X	X
Other Agencies	X	X
Supervisors		X
Management		X
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	X
Field Work	X
Field Trips	X
Exposed to Varied Weather	X
Others (Specify)	

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

12/22/94

Date

FRANCISCO G. SABUNADA JR.

Signature of Employee

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

Farm and agricultural resource management research and development

22. Describe briefly the general function of the position.

Take the lead in animal and crop-animal integration research and development activities.

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 w/ specific area of specialization plus
other requirements per QS of the College

Experience:

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

None

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

Dec 27, 1994

Date

DOLORES L. ALCOBER
Interim Director

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency