

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.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

:6b. PREV. APPROP.

:

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

GABUNADA

FRANCISCO

G.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P24,867.60

:7b. OTHER COMPENSATION

COLA

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

9. WORKING PROPOSED TITLE

Science Research Specialist

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.

Percent of: DUTIES ---

Working :

Time :

20%

15%

10%

25%

10%

10%

10%

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

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

Director, FARM

:

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. CONTACTS

Occasional

Frequent

: 19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (specify)

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

Date

FILE

FRANCISCO S. CABUNADA
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.

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 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.

15 July 1987
Date

LY TUNG - Director, FARM
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

J. P. Villanueva
Head of Agency