

REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>Adelina O. Carreno</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <u>Visayas State College of Agriculture</u>		3. BUREAU OR OFFICE 	
4. DEPT./BRANCH/DIVISION <u>Station DYAC</u>		5. WORK STATION/PLACE OF WORK <u>Studios and Field</u>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 	
		7b. OTHER COMPENSATION: 	
8. OFFICIAL DESIGNATION OF POSITION <u>Broadcast Program Supervisor I</u>		9. WORKING PROPOSED TITLE 	
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 attached additional sheets.			
Percent of Working Time : DUTIES			
30% : Provides over-all coordination in the production of all programs in accordance with the thrust of the college.			
30% : Initiates, plans and implements special program significant and related to general programming.			
30% : Evaluates the outputs of the supervisees (production staff) : Conducts meetings with the production staff.			
10% : Perform other duties as may be assigned by the Station Manager.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Station Manager	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director for Extension and NFE																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) BPPA II, BPPA I																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Tape recorders, console, microphones, computers, cd players, etc.																													
18. CONTRACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[X]	[]	Management	[X]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[]	Exposed to Varied Weather	[X]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>December 18, 1997</u> Date ADELINA O. CARRENO Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Provides agricultural and other developmental information. Serves as a laboratory for Development Communication students.																													
22. Describe briefly the general function of the position. Provides over-all coordination in the production of all programs in accordance with the thrust of the college. Initiates, plans, implements special programs. Evaluates the programs and conducts meetings with the production staff. production staff required qualifications by years and kind of education considered staff. 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: Bachelor of Science in Development Communication Experience: Radio program planning, Presentation and Evaluation																													
23. Licenses or certificates required to do this work, if any. Civil Service Eligibility (Career Service Professional)																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>Dec. 18, 1997</u> Date SEAN O. VILLAGONZO Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date SAMUEL S. GO PRESIDENT Head of Agency																													