

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

NARC, VISCA

6a. PRES. APPROP. 6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR II (R/E)

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

SINON

FELICIANO

GUNO

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

9. WORKING PROPOSED TITLE

INSTRUCTOR II (R/E)

11. OCCUPATION GROUP TITLE
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

☐ MUNICIPALITY

☐ CITY

☐ PROVINCE

1st

2nd

3rd

4th

5th

6th

☐

☐

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

10

60

25

5

100%

DUTIES:

**In-charge of the postharvest and processing section.
Plan & implement research and extension Programs on abaca
postharvest and processing.**

**Design & fabricate prototypes for postharvest and processing
and production of abaca.**

Perform other duties assigned by the immediate supervisor.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

B.S. MADUAL JR. , A. MARTINEZ, A. CAINTEO

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Calculator, Processing machines, fabrication equipments & tools.

18. CONTACT

Occasional Frequent

General Public	_____	_____
Other Agencies	_____	_____
Supervisors	_____	_____
Management	_____	_____
Others (specify)	_____	_____

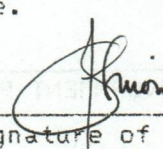
19. WORKING CONDITION

Normal Working Condition	_____
Field Work	_____
Field Trips	_____
Exposed to varied weather	_____
Others (specify)	_____

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

Nov. 8, 1994

Date


Signature of Employee

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

To conduct research and extension services on all aspects of abaca.

22. Describe briefly the general function of the position.

To plan and implement postharvest and processing programs in abaca

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: **B.S**

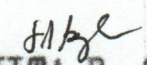
Experience: **none**

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

none

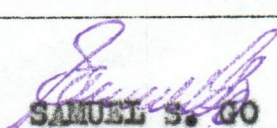
24. I hereby certify that the above answers are accurate and complete.

Date


LELITA R. GONZAL
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


SAMUEL S. GO
President
Head of Agency