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REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

GABUNADA FRANCISCO G.

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

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

FARMI

5. WORK STATION/PLACE OF WORK

7a. PRES. APPRO

ACT/

BOARD RES/

ORD NO

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. AP1-8-2001

7a. SALARY P.A.:

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING PROPOSED TITLE

Assistant Professor I

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

Working Time:

DUTIES

30% 1. Formulate animal-related research activities of the Institute.

25% 2. Conduct field visits to gather information/data and monitor progress of research and other activities related to animal production in the project site.

15% 3. Coordinate with other agencies and centers in LSU in the conduct of FARMI's research and development activities related to animal production.

20% 4. Teach animal science courses.

10% 5. Do other duties that may be assigned the the Director of FARMI.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
HUMAN RESOURCE MANAGEMENT OFFICER IV
Director-FARMI

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director - ODRD

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

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

18. CONTACT	Occasional	Frequent
General Public	[]	[x]
Other Agencies	[]	[x]
Supervisors	[]	[x]
Management	[]	[]
Others (Specify)	[]	[]

19. WORKING CONDITION
Normal Working Condition []
Field work [x]
Field Trips [x]
Exposed to Varied Weather [x]
Other's (Specify) []

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

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section
Research and Extension

22. Describe briefly the general function of the position.

Formulate animal-related research activities of the Institute.

23. a. 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: Bachelor's degree relevant to the job.

Experience: 1 year of relevant experience; 4 hours of relevant training.

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

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

Aug. 19, 2012
Date

ZOSIMO M. DE LA ROSA
Signature and Title of Immediate Supervisor

25. APPROVED.

Date

PACIENCIA P. MILAN
Head of Agency