

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

Omega Randy Gorgonio

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

VisCA

4. DEPT./BRANCH/DIVISION
BIDANI

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

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

DEMO-1

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Percent of Working Time :

DUTIES

40%	:	Gathers data on BIDANI activities.
10%	:	Encodes data gathered
10%	:	Conducts Review Planning Meeting or RPM
40%	:	Prepare reports on Extension, Semestral Progress Report, Annual Technical Report and Case Study

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Deputy Project Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Project Director

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/Typewriter, ballpen, pencil

18. CONTRACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	[]	[]	Normal Working Condition	[<input checked="" type="checkbox"/>]
Other Agencies	[<input checked="" type="checkbox"/>]	[]	Field Work	[<input checked="" type="checkbox"/>]
Supervisors	[]	[<input checked="" type="checkbox"/>]	Field Trips	[]
Management	[]	[<input checked="" type="checkbox"/>]	Exposed to Varied Weather	[]
Other (Specify)	[]	[]	Others (Specify)	[]

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

1/1/2001
Date

RANDY G. OMEGA
Signature of Employee

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

Extension

22. Describe briefly the general function of the position.

Data entry

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: **Graduate of 2 yrs.**

Experience: **None**

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

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

1/1/2001
Date

NANCY V. DUMAGUING
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
Head of Agency