

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

VICARP

Baybay, Leyte

6a. PRES.. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/ BP Blg. 80

ACT/ BP Blg. 40

AUTHORIZED

P12,516.00

BOARD RES. 7

BOARD RES. 40

ACTUAL

P12,516.00

ORD. NO.

ORD. NO.

ITEM NO. 35(15)

ITEM NO.

31(15)

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

(Research) Assistant Instructor

(Research) Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

40%

1. To assist in undertaking studies in formulating, implementing development plans for the VISCA experimental station and all cooperating research centers and testing stations.

25%

2. To assist in evolving and implementing or monitorial and evaluation scheme for Visayas Coordinated Agricultural Research Program.

15%

3. To serve as liaison officer of VISCA and all cooperating research center or testing stations on matters pertaining to PCARR supported research.

15%

4. Assist the Research Coordinator in discharging administrative functions related to all research projects of VISCA under PCARR and all other various sources of support.

5%

5. To perform other functions assigned by the coordinator of research.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Research Coordinator

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College President

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.

pen, paper, technical books, record books, stapler, staple wire remover, etc.

18. CONTACTS

Occasional

Frequent

General Public

:X:

:

Other Agencies

:X:

:

Supervisors

:

:X:

Management

:

:X:

Others (Specify)

:

:

19. WORKING CONDITION

Normal Working Condition

:X:

Field Work

:

Field Trips

:

Exposed to varied Weather

:

Others (Specify)

:

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

September 11, 1981

Date

ROSA OFELIA D. VELARDE

Signature of Employee

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

Planning, implementing, monitoring and evaluation of the Visayas Coordinated Agricultural Research Program (VICARP).

22. Describe briefly the general function of the position.

To assist the coordinator in planning, implementing, monitoring and evaluating VICARP.

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

Experience: per QS of the College.

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

None

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

September 14, 1981

Date

F. A. Bernardo - President

Signature and Title of Immediate Supervisor

25. APPROVED:

9/14/81

Date

F. A. BERNARDO

Head of Agency

VISCA
FILE
HUMAN DIVISION