

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

National Abaca Research Center, ViSCA

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor (R/E)

1. NAME OF EMPLOYEE

SINON

FELICIANO

GUNO

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

3. BUREAU OR OFFICE

ViSCA, Baybay, Leyte

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

7b. OTHER COMPEN-
SATION

9. WORKING PROPOSED TITLE

Instructor (R/E)

10. WAPOO CLASSIFICATION OF THE POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

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

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

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

80 %

To implement researches on development/improvement of abaca production and postharvest processing tools and machine.

10 %

To make project proposals on abaca processing and utilization.

10 %

To perform other duties that may be assigned to him from time to time by the immediate supervisor.

100 %

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director NARC/Professor

Director, ODREx/Professor

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

n/a

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

Calculator

18. CONTACT

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: X :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: X :

Field Work

: X :

Field Trips

: X :

Exposed to varied Weather

: X :

Others (Specify)

: : :

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

October 9, 1991

Date

Signature of Employee

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

To conduct research and extension on all aspects of abaca.

22. Describe briefly the general function of the position.

To undertake research and extension on all aspects of abaca postharvest, processing and development of production tools and machine.

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 Agricultural Engineering

Experience: Fabrication of postharvest processing tools and machine

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

Agricultural Engineer licence

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

LELITA H. GONZAL
Director NARC

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

ELISEO R. PONCE
Director ODREx
Head of Agency

Date