

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> LOPEZ (Family Name) IVY FE (Given Name) MIRALLES (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE PHILIPPINE CARABAO CENTER @ VSU		
4. DEPT./BRANCH/DIVISION PHILIPPINE CARABAO CENTER	5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY		
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/PCARC-AFMFE FAS2-7-1998 BOARD RES/ ORD. NO. ITEM NO. </div> </div>	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00		
8. OFFICIAL DESIGNATION OF POSITION FARM SUPERINTENDENT II		9. WORKING PROPOSED TITLE FARM SUPERINTENDENT II	
10. WAPCO CLASSIFICATION OF THIS POSITION FARM SUPERINTENDENT II		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between;"> Percent of Working Time: D U T I E S </div>			
<div style="display: flex;"> <div style="flex: 1; padding-right: 20px;"> 15 % 20 % 5 % 10 % 25 % 20 % 5 % </div> <div style="flex: 4;"> <ul style="list-style-type: none"> • Planning and programming of activities in the institutional farm of PCC-VSU in coordination with the Farm Manager and institutional farm staff. • Monitoring and checking activities of Job Order employees. • Recording and encoding of institutional herd performance data for GIP and monthly report databases. • Implement herd health activities in coordination with the farm manager as well as regular and affiliate staff. • Implement research and development (includes provision of technical and extension assistance) with carabao raisers in PCC's area of coverage • Identify needs, formulate, source out or multiply and control the distribution of information, education and communication (IEC) materials as well as perform other functions as PCC-VSU's Regional Information Officer. • Perform other functions designated by the PCC-VSU Center Director </div> </div>			

<div>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div style="text-align: center;">DIRECTOR</div>		<div>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div style="text-align: center;">PRESIDENT</div>																													
<div>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</div>																															
<div>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</div> <div style="text-align: center;">COMPUTER ; DIGITAL WEIGHING SCALE</div>																															
<div>18. CONTRACT</div> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Management</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Other (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<div>19. WORKING CONDITION</div> <table border="1" style="width:100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[]</td></tr><tr><td>Field Work</td><td style="text-align: center;">[]</td></tr><tr><td>Field Trips .</td><td style="text-align: center;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[]</td></tr></tbody></table>		Normal Working Condition	[]	Field Work	[]	Field Trips .	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	Occasional	Frequent																													
General Public	[]	[]																													
Other Agencies	[]	[]																													
Supervisors	[]	[]																													
Management	[]	[]																													
Other (Specify)	[]	[]																													
Normal Working Condition	[]																														
Field Work	[]																														
Field Trips .	[]																														
Exposed to Varied Weather	[]																														
Others (Specify)	[]																														
<div>20. I CERTIFY that the above answers are accurate and complete.</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><div>MARCH 13, 2013</div><div>_____</div><div>Date</div></div><div style="text-align: center;"><div></div><div>_____</div><div>Signature of Employee</div></div></div>																															
<div>21. Describe briefly the general function of the Unit or Section.</div> <div style="margin-left: 40px;">PCC is mandated to conserve, propagate, promote, disperse, transfer technology, encourage and conduct research to improve overall productivity of the carabao</div>																															
<div>22. Describe briefly the general function of the position.</div> <div style="margin-left: 40px;">Programming of activities in the institutional herd, Recording, encoding and submit herd performance, Implement herd health activities, Research and Development, Provide technical assistance, Regional Information Officer.</div>																															
<div>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).</div> <div style="margin-left: 40px;">Education: Bachelor's degree relevant to the job.</div> <div style="margin-left: 40px;">Experience: 1 yr of relevant experience; 4 hrs. of relevant training.</div>																															
<div>23b. Licenses or certificates required to do this work, if any.</div> <div style="margin-left: 40px;">CSC Prof. Eligibility</div>																															
<div>24. I HEREBY CERTIFY that the above answers are accurate and complete.</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><div>MARCH 13, 2013</div><div>_____</div><div>Date</div></div><div style="text-align: center;"><div></div><div>_____</div><div>FRANCISCO G. GABUNADA JR. - Center Director</div><div>Signature and Title of Immediate Supervisor</div></div></div>																															
<div>25. APPROVED:</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><div>_____</div><div>Date</div></div><div style="text-align: center;"><div></div><div>_____</div><div>JOSE L. BACUSMO</div><div>Head of Agency</div></div></div>																															