

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

FARMI, VISCA

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES./

ORD. NO.

ITEM NO. LS

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

GABUNADA

FE

M.

(FAMILY NAME)

(GIVEN NAME)

(M.I.)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-

SATION

AUTHORIZED

ACTUAL

₱42,480.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I (Res/Ext)

9. WORKING OR PROPOSED TITLE

Instructor I (Res/Ext)

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
Working
Time

25%

1. Coordinates w/ VisCA departments/centers regarding the formulation & implementation of ag. economic programs under FARMI.

20%

2. Assumes the leadership role in formulation ag. economic programs/ activities/strategies for FSDP-EV & FARMI as a whole.

15%

3. Provides technical & operational assistance to FSDP and DAF field staff.

10%

4. Conducts regular field visits to gather information/data and monitor progress of ag. economic activities in the project sites & in other areas of concern.

10%

5. Coordinates w/ personnel from DAF & other line agencies to facilitate the exchange of experiences & ideas.

10%

6. Submits periodic reports, position papers, case studies, etc. to the FARMI Director.

10%

7. Performs other duties as may be assigned by the Director.

4
Bernard Golden

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

FARMI Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research & Extension

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.

Computer, calculator, pen, 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)	

I CERTIFY that the above answers are accurate and complete.

1-1-90

Date

FE M. GABUNADA

Signature of Employee

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

To render research and extension eservices.

22. Describe briefly the general function of the position.

To act as agricultural economist.

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).

Eduoation: BS degree with specific area of specialization plus

Experience: other requirements 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.

Date

SERGIO E. ABILA - Admin. Coord.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Head of Agency

1-1-90