

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

ODREx, VISCA, Baybay, Leyte

1. NAME OF EMPLOYEE

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ E. O. 87 :

BOARD RES/ :

ORD. NO. :

ITEM NO. 34-3 :

ACT/

BOARD RESP

ORD. NO.

ITEM NO.

7a. SALARY P.A. : 7b. OTHER COMPENSATION

AUTHORIZED :

ACTUAL

P28,751.00

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

9. WORKING PROPOSED TITLE

Science Research Specialist

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

☐
☐
☐
☐
☐
☐

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

Percent of: DUTIES:--

Working
Time

40%

1. To assist the Director of Research and Extension in undertaking studies, formulating and implementing development plans for research and extension in VISCA.

30%

2. To assist in evolving, implementing, monitoring and evaluation scheme for research and extension.

20%

3. Takes charge of the ODREx administration funds and the budget allocated for research and extension.

10%

4. Performs other related duties assigned by the Director or Assistant Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR *93*

Director of Research and Extension

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.

Computer, calculator, tape recorder, typewriter, etc.

18. CONTACT

Occasional Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (specify)

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

Date

Roselaide
ROSA OFELIA D. VELARDE
Signature of Employee

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

To provide scientific information, backstopping and process of national development through problem-oriented research in agriculture and national resources

22. Describe briefly the general function of the position.

To assist the Director of Research and Extension in planning, organizing, implementation and evaluation of the research and extension activities of ODRex.

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

Experience: other requirements per CS 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.

4 May 89
Date

ELIOT R. PONCE
ELIOT R. PONCE - Director
Signature and Title of Immediate Supervisor

25. APPROVED:

5/4/89
Date

M. R. Villanueva
M. R. VILLANUEVA
Head of Agency

/asm/8/31/88