

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

1. NAME OF EMPLOYEE

(Family Name) (Given Name) (Middle Name)
VELARDE ROSA OPHELIA DEDAL

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

ODRD, VISCA, BAYBAY, LEYTE

DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

ODRD, VISCA

BAYBAY, LEYTE

6a. PRES. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. 141-2

6b. PREV. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.
AUTHORIZED
ACTUAL

7b. OTHER
COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

ASSISTANT PROFESSOR III

9. WORKING PROPOSED TITLE

ASSISTANT PROFESSOR IV

10. MAPCO CLASSIFICATION OF THIS
POSITION

11. OCCUPATION GROUP TITLE
(Leave blank)

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

MUNICIPALITY ☒

CITY ☐

PROVINCE ☐

1st

2nd

3rd

4th

5th

6th

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

Percent of
Working
Time

DUTIES:

30%

1. Assists in coordinating the formulation of long-term and short-term research and development program planning following ViSCA's thrusts and priorities.

30%

2. Coordinates and facilitates the review and evaluation of ViSCA's research and development programs.

25%

3. Coordinates the monitoring of the progress of ViSCA's implemented R and D programs, projects and activities.

10%

4. Assists in the consolidation and preparation of the College's proposed R and D budget for the Regional Tripartite budget dialogue.

5%

5. Performs other related functions assigned by superiors.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DIRECTOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VICE PRESIDENT FOR ACADEMIC AFFAIRS

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

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
COMPUTER, DATA FILES, STAPLER, CALCULATOR, ETC.

18. CONTACT

Occasional Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

X

X

X

X

X

RESEARCHERS

19. WORKING CONDITION

Normal Working Condition OFFICE/FREQUENT

Field Work FIELD PROJECTS EVALUATION

Field Trips -DO- (OCCASIONAL)

Exposed to varied Weather

Others (specify) office work X

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

07 AUGUST 1996

Date

ROSA OPHELIA D. VELARDE

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
TO PROVIDE SCIENTIFIC INFORMATION, BACKSTOPPING AND SUPPORT TO NATIONAL DEVELOPMENT THROUGH PROBLEM-ORIENTED RESEARCH AND DEVELOPMENT AGRICULTURE AND NATURAL RESOURCES.

22. Describe briefly the general function of the position.
TO ASSIST THE DIRECTOR OF RESEARCH AND DEVELOPMENT IN PLANNING, ORGANIZING, IMPLEMENTATION, MONITORING AND EVALUATION OF VISCA's RESEARCH AND DEVELOPMENT PROGRAMS.

23. Indicate the required qualifications by years and kind of education considered in filling up a vacancy 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: MS OR EQUIVALENT DEGREE WITH SPECIFIC AREA OF SPECIALIZATION PLUS OTHER REQUIREMENTS PER QS OF THE COLLEGE.

Experience:

24. Licences or certificates required to do this work, if any.

NONE

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

Date

LELYTA R. GONZAL

Signature and Title of Immediate Supervisor

26. APPROVED:

Date

SAMUEL S. GO

Head of Agency