

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

Office of the Director of Research & Extension

Baybay, Leyte

6a. PRES. APPROP.

ACT/DO Blg. 87

BOARD RES./

ORD. NO.

ITEM NO. 34-3

6b. PRES. APPROP.

ACT/ BP Blg. 879

BOARD RES./

ORD. NO.

ITEM NO. 7-30

1. NAME OF EMPLOYEE

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

P28,751.00

COLA

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 :

30%

To assist the Director of Research in undertaking studies, formulating and implementing development plans for research in VISCA and cooperations and testing stations;

30%

To assist in involving, implementing a monitoring and evaluation scheme for research;

30%

To serve as liaison officer of VISCA's research centers and all cooperating research centers and PCARRD;

5%

To assist the Director of Research & Ext. in supervising the personnel under the office of the Director of Research;

5%

To perform other functions assigned by the Director of Research and Ext.

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

Director of Research & 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 record, typewriter, etc.

16. CONTACTS

Occasional

Frequent

:19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (Specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

May 16, 1988

Date _____

ROSA OPHELIA D. VELARDE

Signature of Employee

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

To provide scientific information, backstopping the process of national development throughout 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

Experience: plus other requirements per QS of the College

25b. License or certificates required to do this work, if any.

None

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

R. L. Tazatala - Sanico

ROLINDA T. SANICO -Actg. Dir. of Res.&Ext

Signature and Title of Immediate Supervisor

Date _____

APPROVED:

M. R. VILLANUEVA

Head of Agency

Date _____