

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GABUNADA - FRANCISCO GIMENO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State College of Agriculture		3. BUREAU OR OFFICE  FARMI	
4. DEPT./BRANCH/DIVISION  FARMI		5. WORK STATION/PLACE OF WORK  FARMI	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-INS3-5-1998		7a. SALARY P.A.: P 150,552.00  7b. OTHER COMPENSATION: PERA/ACA	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OF POSITION  Instructor III		9. WORKING PROPOSED TITLE  Instructor III	
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 attached additional sheets.			
Percent of Working Time : DUTIES			
15%	:	1. Formulate animal-related research activities of the Institute.	
50%	:	2. Conduct field visits to gather information/data and monitor progress of research and other activities related to animal production in the project site.	
10%	:	3. Coordinate with other departments/centers of LSU in the conduct of FARMI's research & development activities related to animal production.	
15%	:	4. Teach animal science courses.	
10%	:	5. Do other duties that may be assigned by the Director of FARMI.	
100%	:		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director - FARM

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director - ODRD

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

n/a

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer, logbook, calculator

18. CONTRACT

Occasional Frequent

General Public	[ ]	[ x ]
Other Agencies	[ ]	[ x ]
Supervisors	[ ]	[ x ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[ ]
Field Work	[ x ]
Field Trips	[ x ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

Date

Signature of Employee

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

Research and Extension

22. Describe briefly the general function of the position.

Formulate animal-related research activities of the Institute.

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: Bachelor's degree in the area of specialization.

Experience: 2-years experience in training systems research.

1 year of relevant experience; 4 hours of relevant training.

23b. Licenses or certificates required to do this work, if any.

none required

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency