

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GISULGA SALOMA BINOYA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION BIDANI		5. WORK STATION/PLACE OF WORK OVPRE, VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VSU-CAM-SPAS1-2-2017	7a. SALARY P.A.: ₱257,272.00 7b. OTHER COMPENSATION: ACA/PERA ₱24,000	
8. OFFICIAL DESIGNATION OF POSITION SCIENCE RESEARCH SPECIALIST		9. WORKING PROPOSED TITLE	
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 [] <div style="display: flex; justify-content: space-around;"> <div>1st [/]</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time :			
DUTIES			
PLEASE REFFER TO ADDITIONAL SHEET			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">EXTENSION DIRECTOR</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">VICE PRESIDENT FOR RESEARCH & EXTENSION</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">computer, printer, books, etc.</p>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[x]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p>_____ Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p>BIDANI is an extension program of the university which complements RA 7160 to foster community engagement</p>																													
22. Describe briefly the general function of the position. <p>SRS position assigned in the establishment of Barangay Management Information System at the local government units</p>																													
23.a 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 of Science Agricultural Dev't. Education major in Agricultural Extension Experience: <i>Extension work since 1981 in various positions</i>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">Civil Service Career Professional</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p>Prof. EFREN B. SAZ, Extension Director Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p>JOSE L. BACUSMO Head of Agency</p> </div> </div>																													

% of working time	Duties
70 5 10 30 20 5	1. Directs the implementation of the BMIS component by: a) Advocating/ground working, social marketing/preparation and orientation seminar on BMIS in Satellite SUCs and to Local Government Units (LGUs) through MTACs; b) Facilitating the organization and strengthening BMIS teams at the municipal and barangay levels; c) Technically backstopping BMIS teams in data collection, data encoding and analysis; d) Conducting Training of Trainors (TOT) on use of BMIS Software to partner Satellite SUCs extension staff and to LGUs; e) Technically backstopping (facilitators/resource persons) Satellite SUCs extension staff in implementing BMIS data collection, data encoding and analysis in own catchment/service areas ;
10	2. Documents the processes, outputs & outcomes of the BMIS component
4	3. Prepares project reports of the BMIS component. required by the institution/agencies such as Quarterly Physical Report, Annual Technical Report, Extension In-house Review Report and other reports;.
4	4. Coordinates/establishes linkage with OVPRE, line agencies, GO and NGOs on technical expertise needed in establishing BMIS;
2	5. Prepares operational plans and targets on the BMIS component ;
2	6. Designs, prepares and reproduces Information Education Communication (IEC) and training materials;
2	7. Prepares training proposals/designs in collaboration with partner stakeholders;
3	8. Extends assistance to the other components of the projects during skills training and capacity enhancement activities; and
3 <hr/> 100	9. Performs such other duties and responsibilities as maybe requested/ needed by the university/department/ units/centers such as resource person/coordinator/facilitator on extension classes/activities.