

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

GABUNADA FRANCISCO JR. B.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

5. WORK STATION//PLACE OF WORK

FARMI, VISCA

6a. PRES. APPROP. 6b. PREV. APPRO.
ACT/ RA 7180 ACT/
BOARD RES/ BOARD RES/
ORD. NO. ORD. NO.
ITEM NO. 157-8 ITEM NO.

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

P42,480.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

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
Working Time

D U T I E S

40%

1. Formulates animal & animal-related research activities of the Institute.

30%

2. Conducts field visits to gather information/data and monitor progress of research and other activities related to animal production in the project site.

20%

3. Coordinate with other departments/centers of VISCA the conduct of FARMI's research and development activities related to animal production.

5%

4. Submit periodic reports to the Program Coordinator.

5%

5. Perform other duties assigned by the Program Coordinator.

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

FARMI Director

Director of Research & Extension

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, printer, pen, etc.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other Agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
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.

1/3/94
Date

FRANCISCO G. GABUNADA

Signature of Employee

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

Farm and Agricultural Resource Management Research and Development.

22. Describe briefly the general function of the position.

Take the lead in animal and crop-animal integration research & development.

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 w/ specific area of specialization plus other requirements per QS of the College

Experience:

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

None

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

December 23, 1993

Date

DOLORES L. ALCOBER - Director

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO
Head of Agency