

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

1. NAME OF EMPLOYEE
GABUNADA FE MACAVINTA
FAMILY NAME GIVEN NAME MIDDLE NAME

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

3. BUREAU OF OFFICE
VISCA

4. DEPT./BRANCH DIVISION
PAMI

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP. : 7a. SALARY P.A. : 7b. OTHER COMPENSATION
ACT/ RA 7180 : ACT/ : :
BOARD RES./ : BOARD RES./ : AUTHORIZED :
ORD. NO. : ORD. NO. : :
ITEM NO. Lump sum : ITEM NO. Lump sum : ACTUAL 142,912.00

8. OFFICIAL DESIGNATION OF POSITION
Instructor I (R/E)

9. WORKING OR PROPOSED TITLE
Instructor I (R/E)

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

40% : Formulates agricultural economic research and development activities.
20% : Conducts full visits to gather information/data and monitor progress of
agricultural economic research activities in the project sites.
10% : Takes responsibility with the Institute's library and publication.
10% : Serves as correspondent for the Information and Community Relations
Office (ICRO) of VISCA.
10% : Teach (team teach) ATE 253
5% : Submit periodic reports to head of Institute.
5% : Perform other duties assigned by the head of Institute.

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

Interim Director

Director

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

NA

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

portable computer

18. CONTACTS

Occasional Frequent

General Public
Other Agencies
Supervisors
Management
Others (specify)

☐
☐
☐
☐
☐

☐
☐
☐
☐
☐

19. WORKING CONDITION

Normal Working Condition
Field Work
Field Trips
Exposed to varied weather
Others (specify)

☒
☒
☒
☒
☐

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

11/25/92

Date

M. H. 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 of Agricultural Economic research and development activities

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
Experience: other requirements per QS of the College

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

None

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

Nov 25, 1992

Date

L. L. Alonzo
Signature and Title of
Immediate Supervisor

25. APPROVED:

Date

M. H. Villanueva
Head of Agency