

TMG

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

GABUNADA FE MACAVINTA

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

FARMI

5. WORK STATION/PLACE OF WORK

FARMI

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-AP3-22-2004

7a. SALARY P.A.: P 222,120.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Associate Prof. III

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 []

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 :

DUTIES

40%

1. Formulate agricultural economic research activities of the Institute.

30%

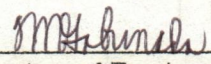
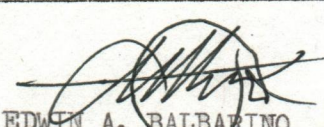
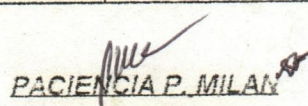
2. Conduct field visits to gather information/data and monitor progress of agricultural economic research activities in the project site.

30%

3. Teach undergraduate ^{and graduate} courses, and serve as thesis adviser.

100%

285

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Director - FARMI</div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Vice Pres. for Research & Extension</div>																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center;">none</div>																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Computer, calculator CC, CII, SSS 9</div>																															
18. CONTACT <table style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><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;">[x]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[x]</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></tbody></table>			Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[x]	Supervisors	[]	[x]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td></td></tr><tr><td>Field work</td><td style="text-align: center;">[x]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[x]</td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;">[]</td></tr></tbody></table>		Normal Working Condition		Field work	[x]	Field Trips	[x]	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: 10px;"><div style="text-align: center;">5 December 1968 Date</div><div style="text-align: center;"> Signature of Employee</div></div>																															
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Conduct research, extension and instruction activities.</div>																															
22. Describe briefly the general function of the position. <div style="text-align: center;">Formulate and conduct agricultural economic research activities of the Institute.</div>																															
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). <div style="margin-top: 10px;">Education: Relevant master's degree</div> <div style="margin-top: 10px;">Experience: 2 years of relevant experience; 8 hours of relevant training.</div>																															
23b. Licenses or certificates required to do this work, if any.																															
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="text-align: center;">_____ Date</div><div style="text-align: center;"> EDWIN A. BALBARINO Signature and Title of Immediate Supervisor</div></div>																															
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;">_____ Date</div><div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency</div></div>																															