

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

Center for Social Res in Small Farmer Dev't.

1. NAME OF EMPLOYEE

BANDOLA

LILIAN

CASTILLOTE

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPEN-

ACT/

ACT/

AUTHORIZED

SATION

BOARD RES/

BOARD RES/

ACTUAL

:

ORD. NO.

ORD. NO.

P 27,348.00

COLA

ITEM NO. Lump Sum

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Science Research Specialist

Science Research Specialist

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: DUTIES

Working

Time

70%

1. Research

- 1.1. Conducts community-based action research and development project;
- 1.2. Develops and implements appropriate agricultural research and development techniques and approaches suited for Philippine rural setting.

20%

2. Extension

- Provides education assistance to rural development field workers, program planners, and policy makers engaged in community-based research and development project

10%

3. Administration

- 3.1. Monitors the quarterly/mid-year/year-end reports of CSR research and extension projects
- 3.2. Assists in the preparation of annual budget and annual report of accomplishments

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

Director, CSR-SED

Director of Research and 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 machine, calculator, etc.

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

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.

Dec. 19, 1988

Date

Manolo

Signature of Employee

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

Coordinates extension program of the College and implements socio-economic action research projects.

22. Describe briefly the general function of the position.

Conducts researches

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 with specific area of specialization plus

Experience:

other requirements per CS 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.

December 20, 1988

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

December 20, 1988

Date

Head of Agency