

REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VELARDE, ROSA OPHELIA DEDAL (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE OFFICE OF THE DIRECTOR OF RESEARCH AND DEVELOPMENT (ODRD)	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK BAYBAY, LEYTE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 164,580.00 7b. OTHER COMPENSATION: NONE	
8. OFFICIAL DESIGNATION OF POSITION ASSISTANT PROFESSOR III (SC-17)		9. WORKING PROPOSED TITLE ASSISTANT PROFESSOR	
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 :			
D U T I E S			
35%	:	Assists the Director in the formulation of long term and short term R and D program planning.	
35%	:	Assists in the R and D program monitoring, documentation and evaluation.	
15%	:	Assists in the of the College's yearly R and D program budget.	
10%	:	Assists in the administration of ODRD funds and the budget (Cont. F) allocated for R and D.	
5%	:	Performs other related tasks assigned by the Director.	

Velarde, ROD

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director of Research and Development	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for ACADEMIC Affairs																										
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, Calculator																											
18. CONTRACT <table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[X]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[X]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[X]</td></tr><tr><td>Management</td><td>[]</td><td>[X]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Other (Specify)	[]	[]	19. WORKING CONDITION <table border="1"><tbody><tr><td>Working Condition</td><td>[X]</td></tr><tr><td>Work</td><td>[]</td></tr><tr><td>Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather (Specify)</td><td>[]</td></tr></tbody></table>	Working Condition	[X]	Work	[]	Trips	[]	Exposed to Varied Weather (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. July 29, 1998 Date ROSA-OPHELIA D. VELARDE Signature of Employee																											
21. Describe briefly the general function of the Unit or Section. Facilitation and coordination of the College's R and D program. It also provides scientific information and other related data for regional and national policy formulation.																											
22. Describe briefly the general function of the position. Assists the Director of Research and Development in planning, organizing, monitoring, implementation and evaluation of the College's R and programs.																											
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: Relevant masteral degree Experience: 1 yr relevant experience; 4 hrs relevant training																											
23b. Licenses or certificates required to do this work, if any.																											
24. I HEREBY CERTIFY that the above answers are accurate and complete. August 4, 1998 Date LELITA R. GONZAL, Director Signature and Title of Immediate Supervisor																											
25. APPROVED: Date SAMUEL S. CO, President Head of Agency																											