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

1. NAME OF EMPLOYEE

GABUNADA
FAMILY NAME

FRANCISCO
GIVEN NAME

GIMENO
MIDDLE NAME

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

3. BUREAU OF OFFICE

FARMI

4. DEPT/BRANCH DIVISION

FARMI

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED

ACTUAL

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING OR PROPOSED TITLE

Instructor

10. WAGED 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

()

()

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attache additional sheets.

Percent of
working
time

20%

1. Teach courses at the Department of Animal Science and Veterinary Medicine.

35%

2. Formulate animal related research and development activities of the Institute.

10%

3. Collaborate with other agencies in the conduct of animal related research and development activities.

30%

4. Conduct field visits to gather information/data.

5%

5. Do other duties that may be assigned by the Director.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, FARMI

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, ODRD

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

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

computer, calculator, logbook

18. CONTACTS

	Occasional	Frequent
General Public	/ /	/ x /
Other Agencies	/ /	/ x /
Supervisors	/ /	/ x /
Management	/ /	/ /
Others (specify)	/ /	/ /

19. WORKING CONDITION

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

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

October 17, 2000

Date

Signature of Employee

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

22. Describe briefly the general function of the position.

Formulate animal related research and development activities of the Institute.

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: Bachelor's degree in the area of specialization

Experience: 1 year of relevant experience; 4 hours of relevant training.

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

none

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

Oct. 17, 2000

Date

ZOSIMO M. DE LA ROSA

Signature and Title of
Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

Date

Head of Agency