

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>GABUNADA FRANCISCO GIMENO</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>Visayas State University</b>	
4. DEPT./BRANCH/DIVISION <b>Farm &amp; Resource Management Institute</b>		5. WORK STATION/PLACE OF WORK <b>Visayas State University, Baybay City, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>VISCAB-AP1-38-2004</b>	7a. SALARY P.A.: <b>P 193,116.00</b>  7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Asst. Prof. I</b>		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 [ X ] 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 Ti			
DUTIES			
30%	Teach Animal Science subjects		
10%	Formulate animal-related research activities of the Institute.		
25%	Conduct field visits to gather information/data and monitor progress		
25%	Coordinate with other departments/centers of VSU in the conduct of		
10%	Do other duties that may be assigned by the Director of FARM I.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;"><b>Director, FARMI</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>Vice Pres. for Research and Extension</b></p>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles) <p style="text-align: center;">n/a</p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <p style="text-align: center;"><b>computer, calculator</b></p>																			
18. CONTACT  <table style="width: 100%; border: none;"> <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 Normal Working Condition [ x ] Field work [ X ] Field Trips [ X ] Exposed to Varied Weather Other's (Specify) [ ]
	Occasional	Frequent																	
General Public	[ ]	[ x ]																	
Other Agencies	[ ]	[ x ]																	
Supervisors	[ ]	[ x ]																	
Management	[ ]	[ ]																	
Others (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: center;">   <b>FRANCISCO G. GABUNADA</b>            Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><i>Conducts, monitors and promotes research and extension projects with emphasis on organic</i></p>																			
22. Describe briefly the general function of the position. <p style="text-align: center;">Teach Animal Science subjects. Formulate animal-related research activities of the Institute.</p>																			
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).  Education: Experience: <b>B.S. degree relevant to the job.</b> <b>1 yr. of relevant experience; 4 hrs. of relevant training.</b>																			
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;"> <div style="width: 40%;"> <p style="text-align: center;"><u>3/3/2009</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: center;">   <b>PASTOR P. GARCIA</b>            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: center;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																			