

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

ODREX

6a. PRES. APPROP.  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

6b. PREV. APPROP.  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

ASST. PROF. III

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

~~VILLARDE~~ ROSA OPHELIA D.  
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

ODREX

5. WORK STATION/PLACE OF WORK

VISCA, BAYBAY, LEYTE  
Baybay, Leyte

7a. SALARY P.A.  
AUTHORIZED

ACTUAL

7b. OTHER COMPENSATION

9. WORKING PROPOSED TITLE

ASST. PROF. III

11. OCCUPATION GROUP TITLE  
(Leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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:

35%

1. Coordinates and facilitates monitoring, review and evaluation of the College's Research, Development and Extension programs;

35%

2. Assists in the formulation of long term and short term Research, Development and Extension programs following the thrusts and priorities set by the College;

15%

3. Assists in the consolidation of Research and Development budget proposals.

10%

4. Coordinates and facilitates review and evaluation of Research, Development and Extension proposals; and

5%

5. Performs other related tasks assigned by superiors.



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

Director of Research and Extension

Vice Pres. 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).

Mr. Demelo M. Lao, Sci. Res. Asst.

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

computer/printer, calculator, typewriter

18. CONTACT

Occasional

Frequent

General Public

x

Other Agencies

x

Supervisors

x

Management

x

Others (specify)

Res. &

Ext. staff

19. WORKING CONDITION

Normal Working Condition

x

Field Work

Field Trips (Project evaluation)

x

Exposed to varied Weather

Others (specify)

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

19 June 1995

Date

ROSA OPHELIA D. VELARDE

Signature of Employee

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

Overall coordination and management of the implementation, monitoring and evaluation of the College's R and D and Extension programs.

22. Describe briefly the general function of the position.

Assistance to the Director in the formulation of long term and short term R and D and Extension development plans; monitoring and evaluation of implemented programs/projects and performs assessment of overall R and D and Extension program.

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: At least w/ MS degree of related courses

Experience: w/ at least 5 years experience in research and development and or extension management/administration.

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

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

Date

F. G. VILLAMAYOR, JR. 7/11/95  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency