

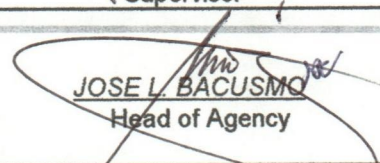


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GABUNADA FE MACAVINTA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Farm & Resource Management Institute		5. WORK STATION/PLACE OF WORK Visayas State University, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. X	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCAB-AP3-22-2004	7a. SALARY P.A.: ₱ 244,332.00	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor III		9. WORKING PROPOSED TITLE III	
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 Time :			
DUTIES			
35%	Teach BS Economics subjects		
25%	Formulate agricultural economic research activities of the Institute.		
25%	Conduct field visits to gather information/data and monitor progress of agricultural economic research activities.		
15%	Do other duties that may be assigned by the Director of FARMI.		
100%	Education: Relevant masteral degree. Experience: 2 yrs. of relevant experience; 8 hrs. of 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.			
PASTOR P. GARCIA Signature and Title of Immediate Supervisor		11 Dec. 2007 Date	
JOSE L. BACUSMO Head of Agency		Date	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"> OIC Director, FARMI </div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"> Director, ODEX </div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center;"> n/a </div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;"> computer, calculator </div>																													
18. CONTACT <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <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> </table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[x]	Supervisors	[]	[x]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[x]	Field work	[X]	Field Trips	[X]	Exposed to Varied Weather		Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>December 11, 2017</u> Date </div> <div style="text-align: center;">  FE M. GABUNADA Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section: <i>Conducts, monitors and promotes research and extension projects with emphasis on organic agriculture, food safety/health and related technologies using PTD approach.</i>																													
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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). <div style="margin-top: 10px;"> Education: Relevant masteral degree. Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training. </div>																													
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