

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

7. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-AGT1-2-2002

8. OFFICIAL DESIGNATION OF POSITION

Ag. Technician I

10. NAPO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

Poliquit

Juanito

Fernandez

(Family Name)

(Given Name)

(Middle Name)

3. BUREAU OR OFFICE

VSU

5. WORK STATION/PLACE OF WORK

VSU

7a. SALARY P.A.: P 121,596.00

7b. OTHER COMPENSATION PERA/ACA P 24,000.00

9. WORKING PROPOSED TITLE

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS  
MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]

1st

2nd

4th

5th

6th

[ ]

[ ]

[ ]

[ ]

[ ]

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

14. of

Working Time:

DUTIES

15%

1. Supervise the day to day activities at the Eco-Farm.

15%

2. Supervise the daily activities of the debilled workers.

20%

3. Gather data on the experiment established in the Eco-Farm.

20%

4. Conduct training on Natural Farming Systems.

15%

5. Do office maintenance and utility services at FARM building.

15%

6. Do other duties that may be assigned by the Director of Eco-FARM.

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, Eco-FARMI	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Research & Extension
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
 Motorcycle, grasscutter, boles, logbook

18. CONTACT

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

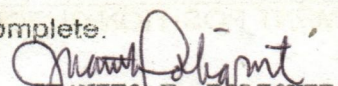
19. WORKING CONDITION

Normal Working Condition	
Field work	<input checked="" type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	
Other's (Specify)	<input type="checkbox"/>

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

March 25, 2010

Date

  
 JUANITO F. POLIQUIT  
 Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
 Conducts, monitors and promotes research and extension projects with emphasis on organic agriculture, food safety/health and related technologies using PTD approach.

22. Describe briefly the general function of the position.

Perform the Institute's thrust in the promotion of sustainable organic agriculture program.

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: Completion of two years studies in college.

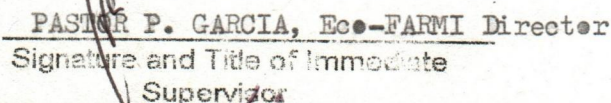
Experience:

23b. Licenses or certificates required to do this work,  
 CSC Sub-prof. eligibility.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

March 25, 2010

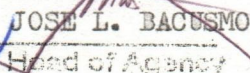
Date

  
 PASTOR P. GARCIA, Eco-FARMI Director  
 Signature and Title of Immediate Supervisor

25. APPROVED

March 25, 2010

Date

  
 JOSE L. BACUSMO  
 Head of Agency