

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE SINON FELICIANO GUNO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE COLLEGE OF AGRICULTURE		3. BUREAU OR OFFICE SUC	
4. DEPT./BRANCH/DIVISION National Abaca Research Center		5. WORK STATION/PLACE OF WORK Baybay, Leyte Baybay, Leyte	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. 141-4 ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. AUTHORIZED ACTUAL P 66,000.00	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR II		9. WORKING PROPOSED TITLE INSTRUCTOR II	
10. WAPCO CLASSIFICATION OF THIS POSITION		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:

10%

In-charge of the postharvest section.

60%

Plan & implement research and extension programs on abaca postharvest & processing.

25%

Design and fabrication of prototypes for postharvest and processing and production of abaca.

5%

Perform other duties assigned by the immediate supervisor.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
~~Director - ODRM~~

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

none

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

18. CONTACT

Occasional Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied weather

Others (specify)

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

October 4, 1995

Date

PELICIANO G. SINON

Signature of Employee

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

To conduct research & extension services on all aspects of abaca.

22. Describe briefly the general function of the position.

To plan and implement postharvest and processing programs in abaca.

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: **BS degree with specific area of specialization plus other requirements per QS of the College.**

Experience:

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

None

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

LEILIA R. GONZAL

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. CO

Date

Head of Agency