

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

Office of the Director of Extension

6a. PRES.. APPROP.

ACT/ BP Blg. 230

BOARD RES./

ORD. NO.

ITEM NO. 7-31

6b. PREV. APPROP.

ACT/ BP Blg. 131

BOARD RES./

ORD. NO.

ITEM NO. 8-29

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist I

10. MAPCO CLASSIFICATION OF THIS POSITION

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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 : DUTIES

Working
Time

30%

1. To assist the Director of Research in undertaking studies, formulating and implementing development plans for research in VISCA and cooperations and testing stations.

30%

2. To assist in involving, implementing a monitorial and evaluation scheme for research.

30%

3. To serve as liason officer of VISCA's research centers and all cooperating research centers and PCARRD.

5%

4. To assist the Director of Research in supervising the personnel under the office of the Director of Research.

5%

5. To perform other functions assigned by the Director of Research.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director of Research

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College President

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

Please see attached list

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

Typewriter, pen, stapler, puncher, wire remover, etc.

18. CONTACTS

	<u>Occasional</u>	<u>Frequent</u>
General Public	: * x :	: : :
Other Agencies	: x :	: : :
Supervisors	: : :	: x :
Management	: : :	: x :
Others (Specify)	: : :	: : :

19. WORKING CONDITION

Normal Working Condition	: * x :
Field Work	: : :
Field Trips	: : :
Exposed to varied weather	: : :
Others (Specify)	: : :

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

March 30, 1984

Date

Rosa Ofelia D. Velarde
Signature of Employee

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

To provide scientific information, backstopping the process of national development throughout problem-oriented research in agriculture and national resources. To facilitate research diffusion and utilization.

22. Describe briefly the general function of the position.

To assist the Director of Research in undertaking studies, formulating and implementing development plans for research in VISCA and cooperating stations, and testing station.

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
Experience: per QS of the College.

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

None

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

3-30-84

Date

Emiliana N. Bernardo
Signature and Title of Immediate Supervisor & Extension

25. APPROVED:

3-30-84

Date

F. A. Bernardo
Head of Agency