

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Abaybay, Antonio Y. <small>(Family Name) (Given Name) (Middle Name)</small>	
DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU	
PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. ADA4125-2004	7a. SALARY P.A. P 104,556.00 7b. OTHER COMPENSATION/RA/ACA P 24,000.00	
OFFICIAL DESIGNATION OF POSITION Adm. Aide IV (Clerk II)		9. WORKING PROPOSED TITLE	
WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. IF LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []			
1st [] 2nd [] 4th [] 5th [] 6th []			
STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
of : Time : DUTIES			
20 %	1. Prepare reimbursement & travel claims, Cash Advance, payroll, liquidation of Cash Advance, etc.		
20 %	2. Type trip tickets, travel order, job request, Purchase request, CSR, leave, appointments, OIC, etc.		
10 %	3. Deliver/process office documents when no messenger is available.		
10 %	4. Prepare monthly production & sales disposal report.		
10 %	5. Record & file office documents		
10 %	6. Types research papers.		
10 %	7. Encode project expenses.		
5 %	8. Buy emergency office supplies.		
5 %	9. Do other duties that may be assigned by the Director of Eco-FARMI		
100 %			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director-Eco-FARMI

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Vice President for Research & Extension

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (Indicate item 7) list only by their item nos. and titles)
n/a

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

18. CONTACT

	Occasional	Frequent
General Public	[]	[x]
Other Agencies	[]	[x]
Supervisors	[]	[x]
Management	[]	[]
Others (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	x
Field work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Other's (Specify)	[]

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

March 25, 2010
Date

ANTONIO Y. ABAYABAY
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, feed safety/health and related technologies using PTD approach.

22. Describe briefly the general function of the position.

Clerical works.

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 2 years studies in college.

Experience:

23.b. 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, Director
Signature and Title of Immediate Supervisor

25. APPROVED

March 25, 2010
Date

JOSE E. BACUSMO
Head of Agency