

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE UMPAD MA. ELSA MAGALLANES <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, City	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 149,628.00 7b. OTHER COMPENSATION PERA & ACA - P2,000.00/mo.	
8. OFFICIAL DESIGNATION OR POSITION Science Research Assistant		9. WORKING PROPOSED TITLE	
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 [] 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
30%	a. To coordinate all activities related to training and extension;		
20%	b. To make extension project proposals for external funding especially in collaboration with LGUs, NGOs and POs;		
20%	c. To assist in the preparation, organization and proofreading of all PhilRootcrops publications and extension materials;		
20%	d. To take charge in preparation and putting-up of PhilRootcrops exhibits;		
10%	e. To do other related tasks that the supervisor may assign to her.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Asso. Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Center Director

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.
Computer

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Others (Specify)	[]	[]

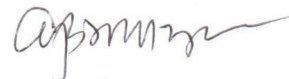
19. WORKING CONDITION

Normal Working Condition	[]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

March 25, 2010

Date



MA. ELSA M. UMPAD

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Training and extension.

22. Describe briefly the general function of the position.
Coordinate training and extension.

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: A BS with specific area of specialization plus other requirements per QS of the University.

Experience: none

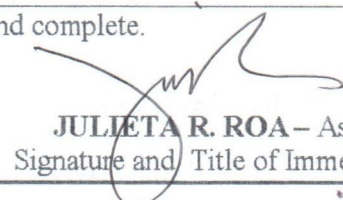
23b. Licenses or certificates required to do this work, if any.

CSC Professional eligibility.

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

March 25, 2010

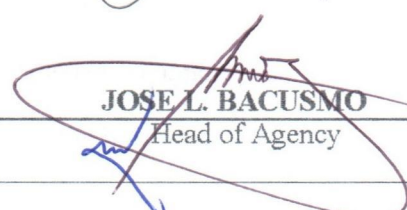
Date



JULIETA R. ROA - Asso. Professor IV
Signature and Title of Immediate Supervisor

APPROVED:

Date



JOSE L. BACUSMO
Head of Agency