

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1 (Position Description Form)

1. NAME OF EMPLOYEE GUNDAYA EDITHA AYUBAN (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture	3. BUREAU OR OFFICE VisCA
4. DEPT./BRANCH/DIVISION PRCRTC	5. WORK STATION/PLACE OF WORK Baybay, Leyte
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. APRO1-11	6b. PREV. APPROP. ACT/ BOARD RES ORD. NO. ITEM NO.
7a. SALARY P.A. P92,844.00	7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I	9. WORKING PROPOSE TITLE Assistant Professor I
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
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 Working Time	DUTIES
20%	1. To coordinate trainings and orientations on root crop technologies
40%	2. To prepare project proposals related to the extension of root crop technologies and to serve as project/study leader of some extension researches
10%	3. To prepare and edit mid-year, year-end and annual report of the Center
10%	4. To assist in the production of root crop bulletin/technoguides/handouts in English and in the dialect; and arrange for the printing of the Center's annual report and other publications
10%	5. To assist in the conduct of other extension activities like the putting up of exhibits and establishment maintenance of demonstration farms
10%	6. To do other duties that may be assigned to her by her supervisor

2433
14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor I

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, etc.

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management	X	
Others (Specify)	X	

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.

July 11, 1996

Date

EDITHA A. GUNDAYA

Signature of Employee

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

To provide/conduct researches on root crops.

22. Describe briefly the general function of the position.

to prepare project proposals and conduct researches on 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: Masteral degree in the area of specialization.

Experience: 2 years relevant experience & 8 hours of relevant training.

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

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

Aug. 6, 1996
Date

PERFECTO U. BARTOLINI - Asso. Prof. V

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO
President