

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

PRCRTC

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. 1s

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

GUNDAYA EDITHA
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

₱23,667.00

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Science Research Specialist

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: DUTIES ---

Working :

Time :

40%

30%

20%

10%

1. To edit articles for publication in the Radix; prepare mid-year, year-end and annual reports of the Center.
2. To spearhead the production of root crop technoguide in English and in the dialect.
3. To arrange for the printing of the Radix and other publications of the Center.
4. To do other jobs that may be assigned. by her superiors from time to time.

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

OIC, PRORTC

Director of Research

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.

Slide and overhead projector, etc.

18. CONTACTS

	Occasional	Frequent
General Public	:	:
Other Agencies	:	:
Supervisors	:	:
Management	:	:
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.

1-5-88
Date

EDITHA A. GUNDAYA

Signature of Employee

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

To conduct basic and applied research on root crops and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To prepare Center reports and do extension works.

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.

1-5-88
Date

MANUEL K. PALOMAR - OIC/PRORTC

Signature and Title of Immediate Supervisor

25. APPROVED:

1-6-88
Date

M. R. VILLANUEVA
Head of Agency