

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 Research

1. NAME OF EMPLOYEE

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

Baybay, Leyte

6a. PRES. APPROP 540

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/

ACT/

AUTHORIZED

P20,500.00

COLA

BOARD RES./

BOARD RES./

ACTUAL

ORD. NO. 7-30

ORD. NO.

ACTUAL

ITEM NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

9. WORKING OR PROPOSED TITLE

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

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 monitoring and evaluation scheme for research;

30%

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

5%

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

5%

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

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

Director of Research & Extension

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

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

Calculator, pen, record book, technical references, etc.

18. CONTACTS

Occasional

Frequent

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.

Date

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 of the results.

22. Describe briefly the general function of the position.

To assist the Director of Research and Ext. in planning organizing, implementation and evaluation of the research and extension activities of ODREx.

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:

Experience: BS degree with specific area of specialization

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

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

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

F. A. BERNARDO
Head of Agency