

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

ODREX

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LUMPSUM

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LUMPSUM

8. OFFICIAL DESIGNATION OF POSITION

Instructor II (R/E)

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

(Family Name)

(Given Name)

(Middle Name)

3. BUREAU OR OFFICE

ODREX, VISCA, BAYBAY, LEYTE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

45,600.00

7b. OTHER COMPENSATION

9. WORKING PROPOSED TITLE

Instructor II (R/E)

11. OCCUPATION GROUP TITLE

(Leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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:

35%

1. Review and evaluate the appointments of research and extension personnel for appropriate action by the Director;

20%

2. Assist in studying and reviewing the guidelines and policies on merit promotion in cooperation with the Committee on Staff Performance Evaluation.

15%

3. Monitor, verify workload assignments of the regular R and E personnel and determine those with overload units;

15%

4. Assist in coordinating and facilitating the evaluation on performance and satisfaction of the job of R and E personnel;

10%

5. Assist in reviewing the staffing pattern of the college department/center/institute/offices involved in research and extension; and

5%

6. Perform other duties and responsibilities assigned by the Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
President

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

none

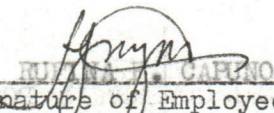
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer, record book, staple, wire, stapler, puncher, ect.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public		X	Normal Working Condition	X
Other Agencies			Field Work	
Supervisors	X		Field Trips	
Management	X		Exposed to varied Weather	
Others (specify)			Others (specify)	

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

12 May 1993
Date


Signature of Employee

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

IDD updates the Director on matters concerning R & D personnel and physical facilities and recommends to his appropriate courses of action.

22. Describe briefly the general function of the position.

Updates the Director on matters concerning R & D personnel and physical facilities and recommends to his appropriate courses of action.

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.

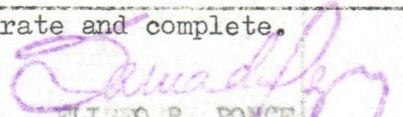
Experience: Not required

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

none

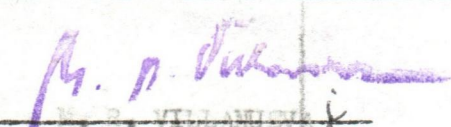
24. I hereby certify that the above answers are accurate and complete.

Date


ELISEO R. PONCE
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


Head of Agency

Renewal 6-16-93