

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>Gundaya, Editha Ayuban</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE <u>SUC</u>	
3. DEPT./BRANCH/DIVISION <u>PRCRTC</u>		5. WORK STATION//PLACE OF WORK <u>VISCA, Baybay, Leyte</u>	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. 164-2	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. <u>₱61,416.00</u>	7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION <u>Assistant Professor I</u>		9. WORKING PROPOSED TITLE <u>Assistant Professor I</u>	
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 <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES		
40%	To prepare project proposals related to the extension of root crop technologies and to serve as project/study leader of some extension researches		
15%	To spearhead in the production of root crop bulletin/techno-guides/handouts in English and in the dialect; and arrange for the printing of the center's annual report and other publication		
15%	and To prepare, xxx edit mid-year, year-end and annual report of the Center.		
15%	To coordinate trainings and orientations on root crop technologies		
10%	To spearhead in the conduct of other extension activities like the putting up of exhibits, etc.		
5%	To do other duties as may be assigned by the immediate supervisor		

65

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor/Section Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director</p>																														
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) None</p>																															
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work Computers, AV equipment (overhead projector, slide projector, etc.)</p>																															
<p>18. CONTACT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<p>19. WORKING CONDITION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">X</th> </tr> </thead> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		X	Normal Working Condition	<input checked="" type="checkbox"/>	Field Work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <p style="text-align: center;">September 12, 1994</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">Signature of Employee</p>																															
<p>21. Describe briefly the general function of the Unit or Section. Transfer root crop technologies to the target clientele</p>																															
<p>22. Describe briefly the general function of the position. Carryout different extension-cum-research projects/ do other extension activities (i.e., trainings, exhibits, publications preparation, etc.)</p>																															
<p>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). MS degree with specific area of specialization plus other requirements of the College.</p> <p>Education:</p> <p>Experience:</p>																															
<p>23b. Licenses or certificates required to do this work, if any. None</p>																															
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <p style="text-align: center;">9/13/94</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">Signature and Title of Immediate Supervisor</p>																															
<p>25. APPROVED:</p> <p style="text-align: center;">9/13/94</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">Head of Agency</p>																															