

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

1. NAME OF EMPLOYEE

SINON FELICIANO GUNO

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

NARC, VisCA

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR III

9. WORKING PROPOSED TITLE

INSTRUCTOR III

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 attached additional sheets.

Percent of Working Time :

DUTIES

10 %

In-charge of the postharvest and processing section.

60 %

Plan and implement research and extension program on abaca postharvest and processing.

25 %

Design and fabricate prototypes for postharvest and processing and production of abaca.

5 %

Perform other duties assigned by the immediate supervisor.

100 %

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director ODRD

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

SRA and Laborers

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

computer, calculator, and drawing instruments

18. CONTRACT

Occasional Frequent

General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[✓]	[x]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

[x]
[]
[]
[]
[]

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

9/28/2000

Date

FELICIANO G. SINON

Signature of Employee

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

To conduct research on abaca, post-harvest and processing

22. Describe briefly the general function of the position.

Develop tools & equipment for abaca post-harvest & processing
To plan and implement research on abaca

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: Bachelor's degree in the area of specialization.

Experience: 1 year of relevant experience; 4 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.

LELITA R. GONZAL
Director, NARC

Signature and Title of Immediate Supervisor

Date

25. APPROVED:

PACIENCIA P. MILAN

President

Head of Agency

Date