

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

1. NAME OF EMPLOYEE

VELARDE ROSA OPHELIA D.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

ODREx VISCA

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP. ACT/ RA 7180
BOARD RES/
ORD. NO.
ITEM NO. 156-1

6b. PREV. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

P46,056.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor II

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 attach additional sheets.

Percent of
Working Time

D U T I E S

- Please see attached sheets.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director of Research & Extension

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
College 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, data files, stapler, pen, etc.

18. CONTACT

	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.

21 December 1993

Date

ROSA OPHELIA D. VELARDE

Signature of Employee

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

To provide scientific information, backstopping and process of national development through problem-oriented research in agriculture and national resources.

22. Describe briefly the general function of the position.

To assist the Director of Research & Extension in planning, organizing, implementation and evaluation of the research & 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: BS degree w/ 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.

21 December 1993

Date

ELISEO R. PONCE - Director

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Head of Agency

Date