REPUBLIC OF THE PHILIPPINES (Position Description Form) 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture 4. DEPT./BRANCH/DIVISION BIDANI 6a. PRES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. 8. OFFICIAL DESIGNATION OF POSITION Data Entry Machine Operator I 10. WAPCO CLASSIFICATION OF THIS POSITION	1. NAME OF EMPLOYEE Omega Randy Gorgonio (Family Ease) (Given Mane) (Middle Mane) 3. BUREAU OR OFFICE Visca 5. WORK STATION/PLACE OF WORK Baybay, Leyte 7a. SALARY P.A.: 7b. OTHER COMPENSATION: 9. WORKING PROPOSED TITLE	
Visayas State College of Agriculture 4. DEPT./BRANCH/DIVISION BIDANT 6a. PRES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. 8. OFFICIAL DESIGNATION OF POSITION Data Entry Machine Operator I 10. WAPCO CLASSIFICATION OF THIS POSITION	Visca 5. Work Station/Place of Work Baybay, Leyte 7a. SALARY P.A.: 7b. OTHER COMPENSATION: 9. WORKING PROPOSED TITLE	
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SEEDITION OF THIS POSITION	11 OCCUPATION CROUD TITLE	
	(leave blank) 8007 1 .t qe2.	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. attached additional sheets. Percent of:	If more space is needed, please	
Working Time : DUTIE	The case the required qualification?	
25% 1. Enters sectoral plan of Visca- college and CHED supervised so barangays of Visca-BIDANI's co	atchment area, no hormon and family	
3. Document activities undertaker and CHED supervised schools, n	3. Document activities undertaken among satellite state colleges and CHED supervised schools, municipalities and barangays.	
20% 4. Assists in the collection of d	4. Assists in the collection of data for the BEDP.	
5. Assists in the preparation of formulation/reprogramming of I	training related materials for the BIDP.	
	A CENTRAL PROPERTY.	

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Sept. 1. 1998 Date ANTONIA GECTLIA Y. SANDOVAL Signature and Title of Immediate Supervisor	14.	POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer/typewriter, ballpen, pencil 19. Working Condition X Field Work X Exposed to Varied Weather X Other (Specify) X X X X X X X	allering	Deputy Project Director	Project Director	
Sept. 1, 1998 Date Describe briefly the general function of the Unit or Section. Data Encoder	16.	NAMES, TITLES AND ITEM NOS. OF THOSE YOU by their item nos. and titles)		
Occasional Frequent General Public Other Agencies [] [] [] Field Work [] Supervisors [] [] Exposed to Varied Weather [] Management Other (Specify) [] [] Others (Specify) 20. I CERTIFY that the above answers are accurate and complete. Sept. 1, 1998 Date 21. Describe briefly the general function of the Unit or Section. Research and Extension 22. Describe briefly the general function of the position. Bate Encoder 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: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course. Experience: none required 23b. Licenses or certificates required to do this work, if any. 24. I HERREY CERTIFY that the above answers are accurate and complete. Sept. 1, 1998 Date ANDULIA SCHILLY, SANDOVAL Siphature and Tittle of Immediate Supervisor 25. APPROVED:	17.	Co-Silton /toronititan hallman manail		
Sept. 1, 1998 Date Signature of Employee 21. Describe briefly the general function of the Unit or Section. Research and Extension 22. Describe briefly the general function of the position. Data Encoder 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: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course. Experience: none required 23b. Licenses or certificates required to do this work, if any. 24. I HEREBY CERTIFY that the above answers are accurate and complete. Sept. 1, 1998 Date Date Signature of Employee APPROVED:	18.	General Public [] [x] Other Agencies [x] [] Supervisors [] [x] Management [] [x]	Normal Working Condition [X] Field Work [x] Field Trips [] Exposed to Varied Weather []	
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25. APPROVED:	24.	Sept. 1. 1998 Date ANTONIA GECTLIA Y. SANDOVAL Signature and Title of Immediate		
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