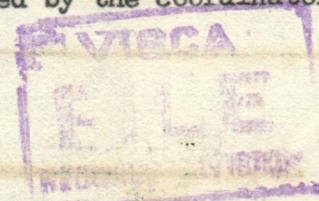


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		: 1. NAME OF EMPLOYEE : <u>Velarde</u> <u>Rosa Ofelia</u> <u>Dedal</u> : (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE COLLEGE OF AGRICULTURE		: 3. BUREAU OR OFFICE : :	
4. DEPT./BRANCH/DIVISION Visayas Coordinated Agricultural Research Program (VICARP)		: 5. WORK STATION/PLACE OF WORK : : Baybay, Leyte	
6a. PRES.. APPROP. ACT/ BP Blg. 131 BOARD RES./ ORD. NO. ITEM NO. 26-21	: 6b. PREV. APPROP. ACT/ BP Blg. 80 BOARD RES./ ORD. NO. ITEM NO. 35-15	: 7a. SALARY : : AUTHORIZED P14,532.00 p.a. : ACTUAL P14,532.00 p.a.	: 7b. OTHER COMP.
8. OFFICIAL DESIGNATION OF POSITION Science Research Specialist I		: 9. WORKING OR PROPOSED TITLE : : Science Research Specialist I	
10. WAPCO CLASSIFICATION OF THIS POSITION		: 11. OCCUPATIONAL 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 : DUTIES			
Working Time	:		
40%	:	1. To assist in undertaking studies in formulating, implementing development plans for the VisCA experiment station and all cooperating research centers and testing stations;	
25%	:	2. To assist in evolving and implementing a monitorial and evaluation scheme (ME) scheme for ViCARP.	
15%	:	3. To serve as liaison officer of VisCA and all cooperating research center or testing stations on matters pertaining to PCARR supported research.	
5%	:	4. To assist the Research Coordinator in discharging administrative functions related to all research projects of VisCA under PCARR and all other various sources of support.	
5%	:	5. To perform other functions assigned by the coordinator of research or the Director of Research.	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research

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.

Calculator, stapler remover, puncher, stapler, etc.

18. CONTACTS

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

Date

Signature of Employee

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

Planning, implementing, monitoring and evaluation of the Visayas Coordinated Agricultural Research Program (ViCARP).

22. Describe briefly the general function of the position.

To assist the Director of Research in planning, implementation, monitoring and evaluation of ViCARP projects and activities.

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 plus other requirements
Experience: per QS of the College.

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

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

Date

Signature and Title of Immediate Supervisor.

25. APPROVED:

Date

F. A. BERNARDO

Head of Agency