

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

1. NAME OF EMPLOYEE

GABUNADA EE M
(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

FARMI VISCA

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP.
ACT/ RA 7180
BOARD RES/
ORD. NO.
ITEM NO. LS

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

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

P42,912.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

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

50%

1. Formulates agricultural economic research activities of the Institute.

40%

2. Conducts field visits to gather information/data and monitor progress of ag. economic research activities in the project sites and prepare terminal reports.

5%

3. Submit other reports as required.

5%

4. Perform other duties assigned by the Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
FARMI Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Research & Extension

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, printer, pen, etc.

18. CONTACT

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other Agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

January 3, 1994
Date

M. GABUNADA
Signature of Employee

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

Farm and Agricultural Resource Management Research and Development.

22. Describe briefly the general function of the position.

Take the lead of Agricultural Economic research & development 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 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.

December 23, 1993
Date

Dolores L. Alcober
DOLORES L. ALCOVER - Director

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Samuel S. Go
SAMUEL S. GO

Head of Agency