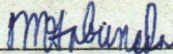
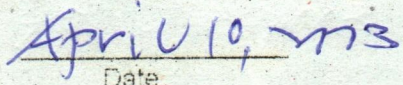
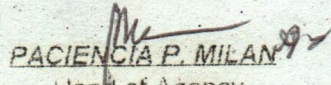


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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GARRNADA FE MACAVINTA (Family Name) (Given Name) (Middle Name)													
DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU													
4. DEPT./BRANCH/DIVISION FARM I		5. WORK STATION/PLACE OF WORK FARM I													
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCAB-AP3-2-2001	7a. SALARY P.A.: P 179,328.00 7b. OTHER COMPENSATION: PERA/ACA													
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor III		9. WORKING PROPOSED TITLE													
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: <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 90%;">DUTIES</th> </tr> </thead> <tbody> <tr> <td>40%</td> <td>1. Teach Agricultural Economics Courses.</td> </tr> <tr> <td>20%</td> <td>2. Formulate agricultural economic research activities of the Institute.</td> </tr> <tr> <td>30%</td> <td>3. Conduct field visits to gather information/data and monitor progress of agricultural economic research activities in the project sites.</td> </tr> <tr> <td>10%</td> <td>4. Do other duties that may be assigned by the Director.</td> </tr> <tr> <td>100%</td> <td></td> </tr> </tbody> </table>					DUTIES	40%	1. Teach Agricultural Economics Courses.	20%	2. Formulate agricultural economic research activities of the Institute.	30%	3. Conduct field visits to gather information/data and monitor progress of agricultural economic research activities in the project sites.	10%	4. Do other duties that may be assigned by the Director.	100%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, FARMI	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)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, calculator																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☒	Other Agencies	☐	☒	Supervisors	☐	☒	Management	☐	☐	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>	Normal Working Condition	☐	Field work	☒	Field Trips	☒	Exposed to Varied Weather	☒	Other's (Specify)	☐
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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 Research and Development & Extension activities in the Upland Areas.																													
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23. a. 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: Relevant masteral degree Experience: 2 years of relevant experience; 8 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.  Date  ZOSIMO M. DE LA ROSA Signature and Title of Immediate Supervisor																													
25. APPROVED _____ Date  PACIENCIA P. MILAN Head of Agency																													