

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT
VISA'AS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

FARMI, VISCA, Baybay, Leyte

6a. PRES. APPROP.
ACT/ EO 87
BOARD RES./
ORD. NO.
ITEM NO. Lump Sum

6B. PREV. APPROP.
ACT/
BOARD RES./
ORD. NO.
ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

10. Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

GABUNADA (Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED
ACTUAL

P 27,355.00

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Science Research Specialist

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☒

PROVINCE ☐

1st

☐
☐
☐
☐
☐
☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

25%

1. Coordinates w/ VISCA departments/centers regarding the formulation and implementation of agricultural economic programs under FARMI.

20%

2. Assumes the leadership role in formulation agricultural economic programs/activities/strategies for FSDP-EV and FARMI as a whole.

15%

3. Provides technical and operational assistance to FSDP-EV and DAF field staff.

10%

4. Conducts regular field visits to gather information/data and monitor progress of agricultural economic activities in the project sites and in other areas of concern.

10%

5. Coordinates with personnel from DAF and other line agencies to facilitate the exchange of experiences and ideas.

10%

6. Submits periodic reports, position papers, case studies, etc, to the FARMI Director.

10%

7. Perform other duties as may be assigned by the Director

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

FARMI Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research and Extension

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) only by their nos. and titles.

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Computer, calculator, etc.

18. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (Specify

19. WORKING CONDITION

Normal Working Condition

X

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

5/10/89

Date

[Signature]
Signature of Employee

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

Research and extension services.

22. Describe briefly the general function of the position.

Agricultural economist.

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 qualifications of the present incumbent. This item should be filled for other than teaching).

EDUCATION: BS degree with specific area of specialization plus

EXPERIENCE: other requirements per BS of the College.

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

None

24. I HEREBY Certify that the above answers are accurate and complete.

May 12/89

Date

[Signature]
Signature and Title of Immediate Supervisor

25. APPROVED:

15 May 89

Date

[Signature]
Head of Agency