

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GABUNADA FE M. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Farm & Resource Management Institute		5. WORK STATION/PLACE OF WORK Visayas State University, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. APPRO 7-10-2008	
		7a. SALARY P.A.: ₱ 774,008.00	
		7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Professor I		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 [X] 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 : <div>DUTIES</div>			
35%	Teach BS Economics subjects		
25%	Formulate agricultural economic research activities of the Institute.		
25%	Conduct field visits to gather information/data and monitor progress of agricultural economic research activities.		
15%	Do other duties that may be assigned by the Director of Eco-FARMI.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><i>Director, Eco-FARMI</i></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><i>Vice President for Research & Extension</i></p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <p style="text-align: center;">n/a</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;"><i>computer, calculator</i></p>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</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> </table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[x]	Supervisors	[]	[x]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[x]	Field work	[X]	Field Trips	[X]	Exposed to Varied Weather		Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>01 OCTOBER 2009</u> Date</p> </div> <div style="width: 45%; text-align: right;"> FE M. GABUNADA Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><i>Conducts, monitors and promotes research and extension projects with emphasis on organic agriculture, food safety/health and related technologies using PTD approach.</i></p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;"><i>Teach Agricultural Economics subjects. Formulate agricultural economic research activities of the Institute.</i></p>																													
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: <i>Relevant masteral degree.</i> Experience: <i>4 yrs. of relevant experience, 24 hrs. of relevant training.</i>																													
23b. Licenses or certificates required to do this work, if any. 																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> PASTOR P. GARCIA Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> JOSE L. BACUSMO Head of Agency </div> </div>																													