

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between;"> <div>UMPAD (Family Name)</div> <div>MARIA ELSA (Given Name)</div> <div>MAGALLANES (Middle Name)</div> </div>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> Philippine Root Crop Research and Training Center	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b>	
<b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>		<b>7a. SALARY P.A.: P 222,588.00</b>  <b>7b. OTHER COMPENSATION: P 24,000.00</b>	
<b>6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.</b>			
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <del>XXXXXXXXXX</del> Administrative Officer II		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
Percent of : Working Time:			
<b>D U T I E S</b>			
10% 10% 10% 10% 10% 10% 10% 10% 10% 10%	1. Coordinates and monitors disbursement of funds of research projects. 2. Assists in the preparation and consolidation of the Center's Annual Report and other reports required by higher authorities. 3. Assists the Director in the preparation of the Center's budget. 4. Compiles reports and proposals for research programs, projects and student on root crops 5. Attends to personnel matters including employment, records, housing and office needs. 6. Acts as Secretary to the Center's Research and Extension Management Staff. 7. Arranges travel and accomodation of PhilRootcrops visitors. 8. Coordinates and facilitate training activities of PhilRootcrops. 9. Acts as Research & Extension Coordinator of PhilRootcrops. 10. Performs other duties the Director may assign from time to time.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Director</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">OVPRE</div>																		
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. <div style="text-align: center;">Computer, Calculator, typewriter</div>																			
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</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>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition <span style="float: right;">[ X ]</span> Field Work <span style="float: right;">[ ]</span> Field Trips <span style="float: right;">[ ]</span> Exposed to Varied Weather <span style="float: right;">[ ]</span> Others (Specify) <span style="float: right;">[ ]</span>
	Occasional	Frequent																	
General Public	[ X ]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Feb 12, 2013</u> Date           </div> <div style="width: 45%; text-align: right;">               MARIA ELSA M. UMPAD Signature of Employee           </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Administrative works, paper processing and budget preparation</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">Coordination of administrative function of PhilRootcrops</div>																			
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: Bachelor's degree relevant to the job.  Experience:																			
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">Career Service Prof.</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Feb 12, 2013</u> Date           </div> <div style="width: 45%; text-align: right;">               MARCELO A. QUEVEDO -OIC, PhilRootcrops Signature and Title of Immediate Supervisor           </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>                    </u> Date           </div> <div style="width: 45%; text-align: right;">               JOSE L. BACUSMO Head of Agency           </div> </div>																			