

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

1. NAME OF EMPLOYEE
ARMECIN ROMEL BRIGOLI
(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

5. WORK STATION/PLACE OF WORK

6a. PRES. APPROP. ACT/ ☒ BOARD RES/ ORD. NO. ITEM NO.
6b. PREV. APPROP. ACT/ ☒ BOARD RES/ ORRD. NO. ITEM NO.

7a. SALARY P.A. ☒
7b. OTHER COMPENSATION: PERA/ACA ☒

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Professor

10. WAPCO CLASSIFICATION OF THIS POSITION
ROMEL B. ARMECIN
Signature of employee

11. OCCUPATION GROUP TITLE
(Leave Blank) 11/2/2011
Date

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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	DUTIES:
20 %	In-charge of the production section
40 %	Plans and implement research and extension program on abaca production and management
20 %	Handles laboratory classes in Soil Science subjects
10 %	Act as resource person during training and consultation dialogue
10 %	Performs other duties assigned by the immediate supervisor
100 %	

JOSE L. BACUSMO
President
Head of Agency

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/Vice Pres. RDE

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).
SRA,s, Laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	<u>x</u>	
Other agencies		<u>x</u>
Supervisors	<u>x</u>	
Management		<u>x</u>
Others (specify)		

	Normal Working Condition	
Field Work	<u>x</u>	
Field Trips	<u>x</u>	
Exposed to varied weather	<u>x</u>	
Other (specify) travels		

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

11/9/2015
Date

ROMEL B. ARMECIN
Signature of employee

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

to conduct research and extension services on all aspects of abaca

22. Describe briefly the general function of the position

to do research work and instruction

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 qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: Masteral degree in the area of specialization

Experiences: not required

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

BS in Agriculture

24. I hereby certify that the above answers are accurate and complete.

11/9/2015
Date

RUBEN M. GAPASIN
Director, NARC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

EDGARD E. TULIN
President
Head of Agency