

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

National Abaca Research Center

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

VSU, Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

P 197,256.00

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

ACT/

BOARD RES/

ORRD. NO.

ITEM NO.

VISCAB-AP1-15-2004

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor III

9. WORKING PROPOSED TITLE

Assistant Professor III

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(Leave Blank)

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 (nutrient management)

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 %

NOSE E. BACUDMO

President

Head of Agency

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/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).
SRA,s, Laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computers, lab. equipment, field tools

18. CONTACT

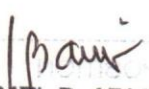
19. WORKING CONDITION

	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	<u>X</u>
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.

6-18-2008
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: Bachelor's degree in the area of specialization

Experiences: 1 yr. of relevant experience; 4 hrs. of relevant training.

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

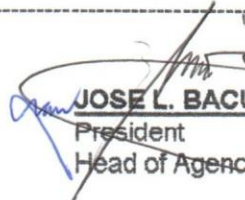
24. I hereby certify that the above answers are accurate and complete.

Date


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

25. APPROVED:

Date


JOSE L. BACUSMO
President
Head of Agency