

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> AVILA MYRNA MARASIGAN </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE	
3. DEPT./BRANCH/DIVISION <div style="margin-top: 10px; text-align: center;">CSR VISCA</div>		5. WORK STATION//PLACE OF WORK	
6a. PRES. APPROP. ACT/ BOARD RES/ RA 7180 ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. <div style="margin-top: 20px; text-align: center;">P136,620.00</div>	7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 10px; text-align: center;">Professor II</div>		9. WORKING PROPOSED TITLE <div style="margin-top: 10px; text-align: center;">Profewsor II</div>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around; margin-top: 10px;"> MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
D U T I E S			
Percent of Working Time	1. Project Component leader, Training & staff development in Mag-aaral sa Kaunlaran Project of DAR/VISCA.		
40%	2. Study leader, the Community Power Structure.		
30%	3. Member, CSR Personnel Committee.		
20%	4. Study leader, Extramural Program for Rural Development monitoring and evaluation system.		
10%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
<u>CSR-SFD Director</u>		<u>Director of Research & Extension</u>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)			
None			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.			
Computer, typewriter, calculator, etc.			
18. CONTACT		19. WORKING CONDITION	
General Public	Occasional <div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	Frequent <div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	Normal Working Condition
Other Agencies	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto; text-align: center;">x</div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	Field Work
Supervisors	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto; text-align: center;">x</div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	Field Trips
Management	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto; text-align: center;">x</div>	Exposed to Varied Weather
Others (Specify)	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto; text-align: center;">x</div>	Others (Specify)
20. I CERTIFY that the above answers are accurate and complete.			
<u>January 20, 1993</u> Date		 <u>MYLENA M. AVILA</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section.			
To plan and implement the programs of the Center for Social Research in Small Farmer Development.			
22. Describe briefly the general function of the position.			
To conduct research and extension services.			
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: Ph.D. degree with specific area of specialization plus			
Experience: other requirements per QS 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.			
<u>20 Jan 93</u> Date		 <u>SALVADOR C. DAGOY - Director</u> Signature and Title of Immediate Supervisor	
25. APPROVED:			
 Date		 <u>M. R. VILLANUEVA</u> Head of Agency	