

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

DURAGUING, NANCY V.

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY (LSU)
Visayas State College of Agriculture

3. BUREAU OR OFFICE

DEPT. OF HOME SCIENCE, LSU

4. DEPT./BRANCH/DIVISION

HOME SCIENCE

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

ASSISTANT PROFESSOR I

9. WORKING PROPOSED TITLE

ASST. PROFESSOR

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 [] PROVINCE []

1st
[]

2nd
[]

3rd
[]

4th
[]

5th
[]

6th
[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.

Percent of
Working Time :

DUTIES

- | | | |
|----|---|--|
| 50 | : | Teaches BSHE and NET courses |
| 20 | : | BIDANI Deputy Director for Operation/Component Coordinator |
| 10 | : | Supervisor, HE Extension Field Practice |
| 10 | : | Member, Department/College Committees |
| 5 | : | Conduct research activity |
| 5 | : | Perform other duties maybe assigned by the department head |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPARTMENT HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR OF INSTRUCTION

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.

Computer, puncher, stapler, ballpen etc.

18. CONTRACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[x]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

Date

NANCY V. DUMAGUING

Signature of Employee

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

To provide instruction, research and extension

22. Describe briefly the general function of the position.

Provide instruction, research and extension

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: **Masters** ~~Bachelors~~ degree relevant to the job

Experience: **1 year of relevant experience; 4 hours 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.

12/06/01

Date

EUNICE I. BERA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency