

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

1. NAME OF EMPLOYEE

NUÑEZ LILLIAN B.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY
Visayas State College of Agriculture

3. BUREAU OR OFFICE

CSR- LSU

4. DEPT./BRANCH/DIVISION

LSU
CSR, VisCA

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.
ACT/
BOARD RES/ 681
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.: P 134,004.00

7b. OTHER COMPENSATION:
ACA/PERA
P1,000.00/mo.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I (Res/Ext)

9. WORKING PROPOSED TITLE

Instructor I (Res/Ext)

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

45% : Conduct extension projects
30% : Prepare & submit research proposals
: Conduct research projects
20% : Teach Math 11 course
5% : Perform other tasks assigned by Director

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, CSR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research & Dev.

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, printer, typewriter, pen, etc.

18. CONTRACT

Occasional Frequent

General Public	[]	[X]
Other Agencies	[X]	[]
Supervisors	[]	[X]
Management	[]	[X]
Other (Specify)	[]	[]

19. WORKING CONDITION

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

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

Sept. 25, 2001

Date

LILIAN B. NUÑEZ

Signature of Employee

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

Coordinates extension programs of the College and implements socioeconomic action research projects.

22. Describe briefly the general function of the position.

To conduct researches.

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: BS degree with specific area of specialization plus other requirements per QS of the College.

Experience: None

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

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFIC P. MILAN

Head of Agency