

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

SALOMON JEDESS MILADEL NUÑEZ  
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

Visayas State University

5. WORK STATION/PLACE OF WORK

Visayas State University

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

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:

30 %

In-charge of the communication and extension section of the center

20 %

Takes care of the production and training materials of the center

20 %

Prepares annual reports, proceedings of seminars, workshops and trainings, and other activities of the center

20 %

Coordinates annual research reviews and preparation of research proposals

10 %

Performs other duties and responsibilities assigned by the Director

100 %

EDGARDO E. TULIN

President  
Head of Agency

Date

## 14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor/Director NARC

## 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/VP, Research &amp; Extension

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

SRA JO-ANNA S. MANABANAG

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

Computer, etc.

## 18. CONTACT

## 19. WORKING CONDITION

	Occasional	Frequent
General Public		<input checked="" type="checkbox"/>
Other agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		
Others (specify)		

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	<input checked="" type="checkbox"/>
Field Trips	<input checked="" type="checkbox"/>
Exposed to varied weather	
Other (specify) travels	

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

11/11/2015  
DateJEDESS MILADEL N. SALOMON  
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 and instruction works.

## 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: Masters 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.

Date

RUBEN M. GAPASIN  
Director, NARC

Signature and Title of Immediate Supervisor

## 25. APPROVED:

Date

EDGARDO E. TULIN  
President  
Head of Agency