

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY?

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

ODREx, VISCA

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES./

ORD. NO.

ITEM NO. LS

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

CAPUNO

(FAMILY NAME)

RUFINA

(GIVEN NAME)

F

(M.I.)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL

P45,600.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II (Res/Ext)

9. WORKING OR PROPOSED TITLE

Instructor II (Res/Ext)

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 attach additional sheets.

Percent of
Working
Time

35%

1. Review and evaluate the appointment of research and extension personnel for appropriate action by the Director.

20%

2. Assist in studying and reviewing the guidelines and policies on merit promotion in cooperation with Committee on Staff Performance Evaluation.

15%

3. Monitor, verify workload assignments of research and extension personnel in cooperation with MIS and determine those who are overloaded and underloaded.

15%

4. Assist in coordinating and facilitating the college wide evaluation of the job performance and job satisfaction of R & D personnel.

10%

5. Assist in reviewing the staffing pattern of the departments/ centers and institutes of the College which are involved in research and extension.

5%

6. Performs other duties and responsibilities assigned by the Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director of Research & Extension

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College President

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.

Stapler, puncher, ballpen, record book, etc.

18. CONTACTS

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

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to varied Weather	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>

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

June 22, 1970

Date

Rufina F. Caprio

Signature of Employee

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

Updates the Director of matters concerning R & D personnel and physical facilities and recommends to him appropriate courses of action.

22. Describe briefly the general function of the position.

Assist the Director in coordinating & facilitating staff development programs in reviewing & evaluating the appointments of R & D personnel & coordinates staff development programs of visa staff involved in research & 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: BS 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.

Date

Eliseo R. Ponce

ELISEO R. PONCE, Director, ODREx

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva

Head of Agency