

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

CAFUNO

(Family Name)

RUFINA

(Given Name)

FELICILDA

(Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

ODREx, ViSCA, Baybay, Leyte

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

ODREx

Baybay, Leyte

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LUMP SUM

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LUMP SUM

7a. SALARY P.A.

AUTHORIZED

ACTUAL

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor II

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:

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 and determine those who are overload and underloaded.

15%

4. Assist in coordinating and facilitating the college wide evaluation of the job performance and job satisfaction of R and 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 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director

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.

Computer, record book, staple wire, stapler, puncher, etc.

18. CONTACT

| | Occasional | Frequent |
|------------------|------------|----------|
| General Public | | X |
| Other Agencies | | |
| Supervisors | X | |
| Management | X | |
| Others (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.

29 May 1992
Date

[Signature]
RUBEN P. CAPUNO
Signature of Employee

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

IDD updates the Director on matters concerning R & D personnel and physical facilities and recommends to his appropriate courses of action. The two major functions

22. Describe briefly the general function of the position.

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

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.

Experience: Not required

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

none

24. I hereby certify that the above answers are accurate and complete.

29 May 1992
Date

[Signature]
ELISEO R. PONCE
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
M. R. VILLANUEVA
Head of Agency

Renewal 6-16-92