

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

1. NAME OF EMPLOYEE

TABADA MA. AURORA TERESITA WARQUE
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.
ACT/ 7180
BOARD RES/
ORD. NO.
ITEM NO. 177-3

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

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Instructor III (R/E)

9. WORKING PROPOSED TITLE

Instructor III (R/E)

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

Please see attached

14. POSITION TITLE OF IMMEDIATE SUPERVISOR CSR-SFD Director	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director of Research & Extension
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, calculator, typewriter, printer, 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. December 27, 1996 Date MA. AURORA TERESITA W. TABADA Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To plan and implement research & extension projects in the Center for Social Research	
22. Describe briefly the general function of the position. To plan and implement research and extension projects in the Center for Social Research.	
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:	
23b. Licenses or certificates required to do this work, if any. None	
24. I HEREBY CERTIFY that the above answers are accurate and complete. December 27, 1996 Date BASILIO A. DABUET Signature and Title of Immediate Supervisor	
25. APPROVED: Date SAMUEL S. GO Head of Agency	