

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 12
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
SALOMON JEDESS MILADEL NUÑEZ
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE
Visayas State University

4. DEPT./BRANCH/DIVISION

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

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:

25 %	In-charge of the communication and extension section of the center
25 %	Teaches courses in Anthropology/English
15 %	Takes care of the production and training materials of the center
15 %	Prepares annual reports, proceedings of seminars, workshops and trainings, and other activities of the center
10 %	Coordinates annual research reviews and preparation of research proposals
10 %	Performs other duties and responsibilities assigned by the Director
100 %	

EDGARDO E. JULIN
President
Head of Agency

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/VP, 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).
SRA

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

18. CONTACT

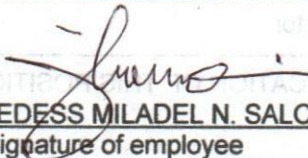
19. WORKING CONDITION

	Occasional	Frequent
General Public		<u>X</u>
Other agencies	<u>X</u>	
Supervisors		<u>X</u>
Management		
Others (specify)		

Normal Working Condition	<u>X</u>
Field Work	<u>X</u>
Field Trips	<u>X</u>
Exposed to varied weather	
Other (specify) travels	

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

08/25/2016
Date


JEDESS 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: Masteral 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


FELICIANO G. SINON
Director, NARC

Signature and Title of Immediate Supervisor

25. APPROVED:

Date


EDGARDO E. TULIN
President
Head of Agency