

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

6a. PRES. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. LUMP SUM

6b. PREV. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. LUMP SUM

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

CAPUNO RUFINA FELICILDA
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

ODREx, VASCA, Baybay, Leyte

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.
AUTHORIZED

ACTUAL

7b. OTHER COMPENSATION

9. WORKING PROPOSED TITLE

Instructor II

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 appointments of research 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 the Committee on Staff Performance Evaluation

15%

3. Monitor, verify workload assignments of the regular R and E personnel and determine those with overload units;

15%

4. Assist in coordinating and facilitating the evaluation on performance and satisfaction of the job of R and E personnel;

10%

5. Assist in reviewing the staffing pattern of the college department/center/institute/offices involved in research and extension; and

5%

6. Perform 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).

Dennis C. de Paz, SRA (Contractual)

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

Other Agencies

Supervisors

Management

Others (specify)

Occasional

Frequent

x

x

x

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (specify)

x

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

29 May 1995

Date

RUBINA F. 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 him appropriate courses of action.

22. Describe briefly the general function of the position.

Updates the Director on matters concerning R & D personnel and physical facilities and recommends to him 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 1995

Date

E. G. MILL LAYOR, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency