

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TABADA MARIA AURORA T. W. <div>(Family Name) (Given Name) (Middle Name)</div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE  VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.  6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.  VisCAB-APRO3-3-2014		7a. SALARY P.A.: P 473,916.00  7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION  ASSOCIATE PROFESSOR I		9. WORKING PROPOSED TITLE  ASSOCIATE PROFESSOR III	
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: D U T I E S  25% Extension a. Prepares extension proposals b. Implements extension projects c. Submits reports & papers  25% Research a. Prepares research proposals b. Implements research projects c. Submits reports and papers  25% Instruction a. Conducts examination (mid/final/long hours/quizzes) b. Checks test papers and return 1 week after exam c. Submits grade sheet to Registrar's Office  25% Administration a. Director, ISRDS b. University GAD Coordinator & Chair, GFPS-TWG c. Coordinator ASHU d. AUDRN Coordinator  100%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
DEAN, CME

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
VP, INSTRUCTION

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

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

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[ ]
Field Work	[ ]
Field Trips	[ ]
Exposed to Varied Weather	[X]
Others (Specify)	[ ]

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
To plan and implement the programs of the Institute for Strategic Research & Development Studies

22. Describe briefly the general function of the position.  
To undertake instruction, research and extension for rural development

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: MS degree relevant to the job

Experience: 1 yr. relevant experience; 4 hrs. relevant training

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

\_\_\_\_\_  
Signature and Title of Immediate Supervisor

25. APPROVED:

\_\_\_\_\_  
Date

\_\_\_\_\_  
JOSE L. BACUSMO  
Head of Agency