

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

CAINTIC PAULINE SALIGUE
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT

Leyte State University

3. BUREAU OR OFFICE
Leyte State University

4. DEPT./BRANCH/DIVISION

VICARP

5. WORK STATION/PLACE OF WORK

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.

ACTUAL

P9,318.00

7b. OTHER

COMPENSATION

ACA & PERA P500/mo.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Assistant

9. WORKING PROPOSED TITLE

Science Research Assistant

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 [x]

CITY [-]

PROVINCE [x]

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

- 30% 1. Takes charge of word processing and reproduction of VICARP reports.
- 30% 2. Assists in monitoring, publications and workshop proceedings.
- 30% 3. Assists in the conduct of consortium sponsored R and D program/projects/activities.
- 10% 4. Performs other duties assigned by the superior and VICARP Director.

Signature and Title of Immediate Supervisor

Date

APPROVED:

Signature and Title of Head of Agency

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, VICARP

Director, VICARP

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, record book, ballpen, etc.

18. CONTACT

Occasional Frequent

General Public

x

Other Agencies

x

Supervisors

x

Management

x

Other (specify)

x

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (specify) office work X

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

Jan. 8/04

Date

PAULINE S. CAINTIC
Signature of Employee

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

Coordination and management of R and D activities in Region 8.

22. Describe briefly the general function of the position.

Handling R and D information exchange, wordprocessing of R and D reports,
Publication and processing.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy 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 with specialization as per QS of the college.

Experience: computer literate

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

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

Date

JOSE L. BACUSMO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
Head of Agency