

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TABADA MARIA AURORA T. W. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY ISRDS, VSU		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Asst. Professor		5. WORK STATION/PLACE OF WORK VSU Asst. Professor	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: ₱197,116.00 7b. OTHER COMPENSATION/PERA/ACA: ₱24,000	
8. OFFICIAL DESIGNATION OF POSITION Assistant Prof. I		9. WORKING PROPOSED TITLE	
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 attach additional sheets. Percent of Working Time : DUTIES			
35%	Extension - Project Leader, PANGUAPA - Member, Anti-Mining Advocacy Team		
30%	Instruction - Teach Socio 11 courses		
25%	Research - Study Leader, Integrated Water Resources Research Project		
10%	ViCARP GAD Coordinator Membership in committees Participation in university activities		
I HEREBY CERTIFY that the above answers are accurate and complete.			
Signature and Title of Immediate Supervisor		Date	
Head of Agency		Date	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director, ISRDS

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Dean, College of Agriculture

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)
Computer, printer, typewriter, pen, etc.

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

18. CONTACT

	Occasional	Frequent
General Public	☒	☐
Other Agencies	☒	☐
Supervisors	☐	☒
Management	☐	☒
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☐
Field work	☒
Field Trips	☒
Exposed to Varied Weather	☐
Other's (Specify)	☐

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

6 Jan 09

Date

MARIA TABADA
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 & Dev. Studies

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

23.a 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 relevant to the job.

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

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

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