

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

TABADA MA. AURORA TERESITA W.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Center for Social Research

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.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR III

9. WORKING PROPOSED TITLE

INSTRUCTOR III

10. WAPCO CLASSIFICATION OF THIS POSITION

INSTRUCTOR III

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 :

DUTIES

60%

20%

10%

10%

4. Plan, implement, monitor and evaluate research and extension programs;
2. Teach social science courses;
3. Plan and implement Gender & Development Program; and
4. Implement activities of CSR committees and those assigned by CSR Director

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR

CENTER DIRECTOR

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15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR OF 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)

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

Computer, typewriter, printer, fax machine

18. CONTRACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[XX]	[]
Other Agencies	[XX]	[]
Supervisors	[]	[XX]
Management	[XX]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

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

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

December 22, 1999

Date

MA. AURORA TERESITA W. TABADA

Signature of Employee

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

Plan, implement, monitor & evaluate social science research and extension programs

22. Describe briefly the general function of the position.

Conduct social science research & agricultural extension programs and teach social science courses

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 in the area of specialization

Experience: 1 yr 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.

December 22, 1999

Date

BASILIO A. DABUET

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

Date

Head of Agency