

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> DIRECTOR, ISRDS	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> DEAN, COLLEGE OF AGRICULTURE																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7), list only by their item nos. and titles) <div style="text-align: center; padding: 10px;">N/A</div>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> Computer, LCD																													
<b>18. CONTRACT</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[x]	[ ]	Other Agencies	[x]	[ ]	Supervisors	[ ]	[x]	Management	[ ]	[x]	Other (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[x]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
	Occasional	Frequent																											
General Public	[x]	[ ]																											
Other Agencies	[x]	[ ]																											
Supervisors	[ ]	[x]																											
Management	[ ]	[x]																											
Other (Specify)	[ ]	[ ]																											
Normal Working Condition	[x]																												
Field Work	[x]																												
Field Trips	[ ]																												
Exposed to Varied Weather	[ ]																												
Others (Specify)	[ ]																												
<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             6 October 2009              _____              Date           </div> <div style="text-align: center;">               _____              Signature of Employee           </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> To plan and implement the programs of the ISRDS.																													
<b>22. Describe briefly the general function of the position.</b> To undertake research, extension and instruction for rural development																													
<b>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).</b> <div style="margin-top: 10px;">             Education: Relevant - Masteral degree              Experience: 2 years relevant experience; 8 hours relevant training           </div>																													
<b>23b. Licenses or certificates required to do this work, if any.</b>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             7 October 2009              _____              Date           </div> <div style="text-align: center;">               ERREN B. SAG, ISRDS Director              _____              Signature and Title of Immediate Supervisor           </div> </div>																													
<b>25. APPROVED:</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">               JOSE L. BACUSMO              _____              Head of Agency           </div> </div>																													



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TABADA MARIA AURORA TERESITA WARQUE _____ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY/ISRDS		3. BUREAU OR OFFICE  VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK  VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ASST. PROF ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB AP 1-37-2004	7a. SALARY P.A.: ₱ 266,568.00 7b. OTHER COMPENSATION: ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  ASSISTANT PROFESSOR IV		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 attached additional sheets.			
Percent of : Working Time:			
D U T I E S			
25%	INSTRUCTION - Teach SOCIO 11 courses		
35%	RESEARCH - Study Leader, Case Study on on Community Participation in the Management of the Baybay Watershed Reservation (DRTS-Visayas) - Study Leader, Case Study on on Community Participation in the Management of the Central Cebu Protected Area Landscape (DRTS-Visayas) - Secretary, RCT on Environment & Natural Resources - Member, RCT on CPAR - Member, RCT on Coconut - Member, RCT on Corn		
30%	EXTENSION - Team Leader (Group 5), Anti-mining Task Force - PANGUAPA Project (on-call) - Component Leader, Assessment Workshop on Performance Benchmarking for Water Districts		
10%	OTHERS - ViCARP GAD Coordinator - Department & University-wide Committee memberships		