

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

1. NAME OF EMPLOYEE

DUMAGVING NANCY VILLACARTA
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY
Visayas State College of Agriculture

3. BUREAU OR OFFICE
DHS, LSU

4. DEPT./BRANCH/DIVISION
Home Science

5. WORK STATION/PLACE OF WORK
LSU, VISCA, Baybay, Leyte

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.
VISCAB-AP1-9-1998

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.: **P 159,600.00**

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION
ASSISTANT PROFESSOR 1

9. WORKING PROPOSED TITLE
Asst. Professer

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 :

DUTIES

50%	:	Teaches BSHE and HET courses
20%	:	BIDANI Deputy Director for Operation/Component Coordinator
10%	:	Supervisor, HE Extension Field Practice
10%	:	Member, Department/College Committees
5%	:	Conduct research activity
5%	:	Perform other duties may be assigned by the department head

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of 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, puncher, stapler, ball pen, etc.

18. CONTRACT

Occasional Frequent

General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[x]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

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

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

October 11, 2001

Date

NANCY V. DUMAGUING

Signature of Employee

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

To provide instruction, research & extension.

22. Describe briefly the general function of the position.

Provide instruction, research and extension

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: Bachelor's degree relevant to the job.

Experience: 1 years of relevant experience; 4 hours of 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.

Oct. 11, 2001

Date

EUNICE I. BERAY

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

Date

Head of Agency