

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

CSR-SFD, VISCA

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES/

ORD. NO.

ITEM NO. LS

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

BANDOLA

LILIAN

C.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL P28,752.00

7b. OTHER COMPEN-
SATION

COLA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPO 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: DUTIES ---

Working
Time

70%

1. To conduct researches.

20%

2. To perform extension activities.

10%

3. To do other duties as the Director may assign.

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

Director, CSR-SFD

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).

None

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

Computer, printer, etc.

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

: x :

: x :

: :

: :

: :

: :

: :

: :

: x :

: x :

: :

: :

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

: x :

: :

: :

: :

: :

: :

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

November 11, 1989

Date

LILIAN C. BANDOLA

Signature of Employee

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

Coordinates extension program of the College & implements socio-economic action research projects.

22. Describe briefly the general function of the position.

To conduct researches.

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 with specific area of specialization plus

Experience: other requirements per QS of the College

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

None

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

11/11/89

Date

ELISEO R. PONCE - Director

Signature and Title of Immediate Supervisor

25. APPROVED:

11/16/89

Date

M. R. VILLANUEVA

Head of Agency