

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

1. NAME OF EMPLOYEE

NUNEZ LILIAN B.

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

SUC

4. DEPT./BRANCH/DIVISION
CSR

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

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 (R/E)

9. WORKING PROPOSED TITLE

Instructor (R/E)

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

- Please see attached sheet -

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director, CSR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Research & Development

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, typewriter, pen, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[X]	[]
Supervisors	[]	[X]
Management	[]	[X]
Other (Specify)	[]	[]

19. WORKING CONDITION

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

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

Oct. 18, 2000

Date

LILIAN B. NUNEZ

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Coordinates extension programs of the College and implements socioeconomic 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 other requirements per QS of the College.

Experience: None

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

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

BELITA A. VEGA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACELENCIA P. MILAN

Head of Agency