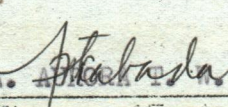
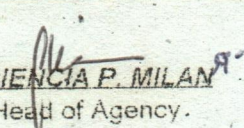


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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TABADA MA. AURORA T. WARQUE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION, OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION ISRDS		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO ACT/ BOARD RES/ ORD NO	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO VISCAB-AP1-2-2001	7a. SALARY P.A.: ₱ 159,600.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor		9. WORKING PROPOSED TITLE Assistant Professor	
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 attach additional sheets.			
Percent of Working Time: _____ DUTIES			
Please see attached sheet			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV Director, ISRDS	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR of the Dean College of Agriculture																												
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. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☒	☐	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☒	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☐</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>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>	Normal Working Condition	☒	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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Other's (Specify)	☐																												
20. I CERTIFY that the above answers are accurate and complete. <u>23 October 02</u> Date  MA. ABRAHAM P. TABADA Signature of Employee																													
21. Describe briefly the general function of the Unit or Section Coordinates extension programs of the University and implements socioeconomic action research projects																													
22. Describe briefly the general function of the position. To undertake instruction, research and extension for rural development.																													
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 year of relevant experience; 4 hours of relevant training.																													
23b. Licenses or certificates required to do this work, if any. None																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date  BELITA A. VEGA Signature and Title of Immediate Supervisor																													
25. APPROVED Date  PACIENCIA P. MILAN Head of Agency.																													