

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE : <u>NUNEZ</u> <u>LILIAN</u> <u>B.</u> : (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION CSR, VISCA		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPROE. ACT/ BOARD RES/ ORD. NO. ITEM NO. LS	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OF POSITION Instructor I (Res/Ext)		9. WORKING PROPOSED TITLE Instructor I (Res/Ext)	
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	
60%		Extension Co-project leader: 1) VEX.CS.005 4) VEX.REX.019 2) VEX.FO.017 5) 2 proposed extension projects 3) VEX.GA.016	
20%		Research Co-project leader - Monitoring & Evaluation of LGPP resettlement & other Social Programs	
10%		Instruction Teach Math	
10%		Others 1) In-charge, CSR library 2) Prepares minutes of CSR meetings & reports 3) Perform other duties requested by Director	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
CSR-SFD Director Director of Research & Extension

16. NAMES; TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only b their item nos. and titles)
None

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

18. CONTACT

	Occasional	Frequent
General Public	: X :	:
Other Agencies	: X :	:
Supervisors	:	: X :
Management	:	: X :
Others (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.

August 15, 1996
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:

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

None

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

BASILIO A. DABUET
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO
Head of Agency