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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE NÚÑEZ 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, VISCA		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ RA 681 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 attached additional sheets.			
Percent of Working Time : DUTIES			
45% : Extension - Perform project activities : - data gathering, data encoding, production of publication : - visits to fishing communities, conduct monitoring, facilitate : skills trainings, etc.			
25% : Research - generate research proposal			
20% : Instruction - teach math 11			
10% : Manage CSR Databank : - other duties assigned by the Director			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, CSR-SFD		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		19. WORKING CONDITION	
	<u>Occasional</u>	<u>Frequent</u>	
General Public	[X]	[ ]	Normal Working Condition [X]
Other Agencies	[X]	[ ]	Field Work [ ]
Supervisors	[ ]	[X]	Field Trips [ ]
Management	[ ]	[X]	Exposed to Varied Weather [ ]
Other (Specify)	[ ]	[ ]	Others (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete.  December 14, 1998      LILIAN B. NUÑEZ Date      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: Bachelor's degree in the area of specialization Experience: None required			
23b. Licenses or certificates required to do this work, if any. None			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  12/15/98      BASILIO A. TABUET Date      Signature and Title of Immediate Supervisor			
25. APPROVED:  Date      SAMUEL S. GO Head of Agency			