

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 VISCA, BAYBAY, LEYTE	
4. DEPT./BRANCH/DIVISION CENTER FOR SOCIAL RESEARCH		5. WORK STATION/PLACE OF WORK VISCA, BAYBAY, LEYTE	
6a. PRES. APPROB. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. P 9,668.00 7b. OTHER COMPENSATION PERA & ACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE	
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 (x) CITY ( ) PROVINCE (x) 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	
35%		EXTENSION Co-Project Leader, Socioeconomic and Ecological Information Backstopping in Support on NGOs, POs, and Other Organizations. - Data gathering; database	
25%		RESEARCH Co-Project Leader, CIRUP Co-Project Leader, Women in Abaca (extended)	
25%		INSTRUCTION Teach Math 11 (2 sections) - Exercises, Quizzes, Terms exams & Grade sheets	
15%		OTHERS Manage CSR Library; Pursue graduate studies; Prepare CSR reports; Perform tasks to be assigned by Director & Senior Staff	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Director, CSR : Dr. Paciencia P. Milan

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only b their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
(Computer) printer, scissor, monitor, CPU, stapler

18. CONTACT

Occasional

Frequent

General Public

: X :

: X :

Other Agencies

: : :

: Y :

Supervisors

: : :

: Y :

Management

: : :

: : :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

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

Date

LIVIAN B. NUNEZ  
Signature of Employee

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

22. Describe briefly the general function of the position.

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:

Experience:

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

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

08 Dec. 1999  
Date

BASILIO A. DABUET  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACENCIA P. MILAN  
Head of Agency