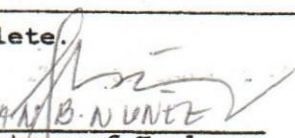
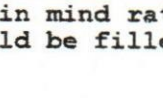
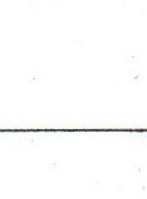


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE WUNEZ LILIAN E. BANDOLA <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION <div style="text-align: center;">ISRDS, VSU</div>		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. <div style="text-align: right;">AP4-3-2011</div>		7a. SALARY P.A.: 339,660.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center;">Assistant Professor IV</div>		9. WORKING PROPOSED TITLE <div style="text-align: center;">Assistant Professor 4</div>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time: <div style="text-align: center; margin-top: 10px;">D U T I E S</div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 10%;">55%</div> <div>Extension - Conduct extension projects on OSY development, vegetable protected cropping, and Ormoc-Kananga Upland Development</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 10%;">25%</div> <div>Research - Conduct studies on vegetable protected cropping systems and out-of-school youth</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 10%;">15%</div> <div>Instruction - Teach General Sociology (2-3 sections)</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 10%;">5%</div> <div>Others - Attendance to meetings, etc.</div> </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Director, ISRDS</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean, College of Management & Economics</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">None</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Computer, printer, pen, etc.</p>																													
18. CONTRACT <table style="width: 100%;"> <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;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</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>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[X]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>November 10, 2011</u> Date </div> <div style="width: 45%; text-align: right;">  <u>LILIAN B. NUNEZ</u> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. To plan and implement the programs of the Institute for Strategic Research & Dev. Studies																													
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: Relevant masteral degree Experience: 2 yrs. relevant experience; 8 hrs. relevant training																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">None</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>11 Nov 2011</u> Date </div> <div style="width: 45%; text-align: right;">  MARIA AURORA T. W. TABADA Director, ISRDS Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u> </u> Date </div> <div style="width: 45%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div>																													