

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

CAPUNO
(Family Name)

RUFINA
(Given Name)

FELICILDA
(Middle
Name)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

ODREx ODRD, VisCA, Baybay, Leyte

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

ODRD

6a. PRES. APPROP.

6b.

PREV. APPROP.

7a.

SALARY P.A.

7b.

OTHER

ACT/

ACT/

AUTHORIZED

COMPENSATION

BOARD RES/

BOARD RES/

ACTUAL

ORD. NO.

ORD. NO.

ITEM NO. LUMP SUM

ITEM NO. LUMP SUM

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor II

Instructor II

10. WAPCO CLASSIFICATION OF THIS
POSITION

11. OCCUPATION GROUP TITLE
(Leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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:

20%

1. Review and evaluate the appointments of research extension personnel for appropriate action by the Director;

10%

2. Assist in studying and reviewing the guidelines and policies on merit promotion in cooperation with the Committee on Staff Performance Evaluation;

15%

3. Review and recompute workload assignments of the regular R and E personnel and determine those with overload units;

10%

4. Assist in coordinating and facilitating the evaluation on performance and satisfaction of the job of R and E personnel;

10%

5. Assist in reviewing the staffing pattern of the College department/center/institute/offices involved in research and extension;

20%

6. Comply data requirements by allied, donor and other outside agencies;

10%

7. Conduct research and case studies related to Human and Physical Resources Development and Management;

5%

8. Perform other duties and responsibilities assigned by the Director.

1917 - pers. 90

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director
15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President

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

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computer, record book, stapler wire, stapler, puncher, etc.

18. CONTACT
Occasional Frequent
General Public ----- X -----
Other Agencies -----
Supervisors ----- X -----
Management ----- X -----
Others (specify) -----
19. WORKING CONDITION
Normal Working Condition ----- X -----
Field Work -----
Field Trips -----
Exposed to varied Weather -----
Others (specify) office work ----- X -----

20. I CERTIFY that the above answers are accurate and complete.
20 June 1996
Date
RUTH A. CAPUNO
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
IDD updates the Director on matters concerning R and D personnel and physical facilities and recommends to him appropriate courses of action.

22. Describe briefly the general function of the position.
Updates the Director on matters concerning R and D personnel and physical facilities and recommends to him appropriate courses of action.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy 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
Experience: Not required

23b. Licences or certificates required to do this work, if any.
none

24. I hereby certify that the above answers are accurate and complete.
6-20-96
Date
LELITA R. GONZALEZ
Signature and Title of Immediate Supervisor

25. APPROVED:
Date
SAMUEL S. GO
Head of Agency