

REPUBLIC OF THE PHILIPPINES EC-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 SUC	
4. DEPT./BRANCH/DIVISION CSR, VISCA		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPROB. ACT/ BOARD RES/ RA 681 ORD. NO. ITEM NO. LS	6b. PREV. APPROB. 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	
- please see attached -			

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 b their item nos. and titles)

None

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

18. CONTACT

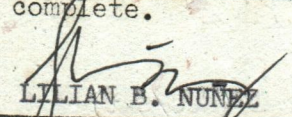
	Occasional	Frequent
General Public	: ☒ :	: : :
Other Agencies	: ☒ :	: : :
Supervisors	: : :	: : :
Management	: : :	: ☒ :
Others (Specify)	: : :	: ☒ :

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.

August 15, 1998
Date


LILLIAN 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: **Relevant masteral degree**

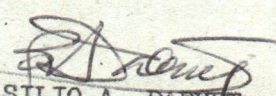
Experience: **3 yrs relevant experience; 16 hrs relevant training**

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

None

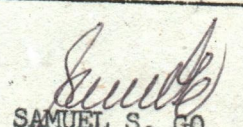
24. I HEREBY CERTIFY that the above answers are accurate and complete.

21 Aug. 1998
Date


BASILIO A. DABOLT
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


SAMUEL S. GO
Head of Agency