

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE : : TABADA MA. AURORA TERESITA W. : (Family Name)(Given Name)(Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE : :	
4. DEPT./BRANCH/DIVISION CSR, VISCA		5. WORK STATION/PLACE OF WORK : :	
6a. PRES. APPROB. ACT/ 76630 BOARD RES/ ORD. NO. ITEM NO. 142-4	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. : : 57,492.00 :	7b. OTHER COMPENSATION : : :
8. OFFICIAL DESIGNATION OF POSITION Instructor III		9. WORKING PROPOSED TITLE : : Instructor III	
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		
60%	Extension 1. In-charge, CSR Seminar Series 2. In-charge, CSR Training and Technical Assistance Section 3. Coordinator, Voters Education Program		
30%	Research 1. Project Leader, Process Monitoring of Three Upland Development Projects in the Visayas and Mindanao		
10%	Administration 1. Chairman, CSR Socials Committee 2. Member, CSR Personnel Committee 3. Member, CSR Review Committee 4. Member, VISCA Forestry Commodity Team		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
CSR-SFD Director	Director of Research & Extension

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, calculator, typewriter, etc.

18. CONTACT

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

Management

—

Others (Specify)

25. 5. 52

: 19. WORKING CONDITION

Normal Working Condition

Field "ork

Field Trips

Exposed to Varied Weather:

Others (Specify) _____

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

December 15, 1994
Date

MA. AUKORA T. W. TABADA

Signature of Employee

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

To plan & implement research in the Center for Social Research.

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: BS degree w/ specific area of specialization plus other requirements per QS of the College

Experience:

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

None

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

16 Dec. 1998
Date

BASILTO A. DABUET

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Head of Agency

Date _____