

1. NAME OF EMPLOYEE
VELARDE ROSA OPHELIA D.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ 3. BUREAU OR OFFICE
LOCAL GOVERNMENT
LSU, Visca, Baybay, Leyte ODRex, LSU, Visca, Baybay, Leyte

4. DEPARTMENT/BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK
ODREx, LSU, Visca Baybay, Leyte

6a. PRES. APPROP. ACT: 6b. PREV. APPROP. : 7a. SALARY : 7b. OTHER COMPENSATION
BOARD RES./ : ACT/BOARD RES./ : AUTHORIZED
ORD. NO. : ORD. NO. : ACTUAL
ITEM NO. : ITEM NO. : P 16,643.00/mo.

8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE
Associate Professor I

10. WAPCO CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS'S CLASS

MUNICIPALITY / x / CITY / / PROVINCE / /

1 st	2 nd	3 rd	4 th	5 th	6 th
/ x /	/ /	/ /	/ /	/ /	/ /

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).

40 % Assists in the overall planning, budgeting and coordination of LSU's RDE programs and other related service programs.

30 Assists in RDE program monitoring, review & evaluation.

15 Coordinates the implementation and preparation of proceedings of R & D related fora..

10 Supervises work activities of R & D support staff.

5 Performs other related tasks assigned by supervisors.

100%

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

16. NAME, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).
 List only by their Item Nos. and Titles) 2 SRAs, 1 Science Aide, 1 Administrative Aide

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
 Computer, Calculator, Stapler, Scissor, Digital Camera, Filing Cabinet, Shelf, Office Tables, Chairs

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION
General Public	: X :	:	Normal Working Condition : X :
Other Agencies	: X :	:	Field Work :
Supervisors	:	: X :	Field Trips :
Management	:	: X :	Exposed to Varied weather :
Others (researchers)	:	: X :	Others (Specify) :

20. I CERTIFY THAT the above answers are accurate and complete.
 December 22, 2005

Date

Rosa Ophelia D. Velarde
ROSA OPHELIA D. VELARDE
 Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.
 The office is responsible for the overall coordination and management of the university's research and development (R & D) and extension (E) programs.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.
 Overall coordinative assistance to the Director in RDE planning, monitoring and evaluation.

23a. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should filled for all positions other than teaching.

Education: Relevant masteral degree
 Experience: 2 years of relevant experience

23b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

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

Dec. 22, 2005
 Date

Othello B. Capuno
OTHELLO B. CAPUNO, Director, R & E
 Signature and Title of
 Immediate Supervisor

25. APPROVED:

Date

Paciencia P. Milan
PACIENCIA P. MILAN
 Head of Agency