

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE NUÑEZ LILIAN B. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
6b. PREV. APPRO. ACT/ BOARD RES/ORD. NO. ITEM NO.		9. WORKING PROPOSED TITLE ASSOCIATE PROFESSOR I	
8. OFFICIAL DESIGNATION OF POSITION ASSISTANT PROFESSOR IV		11. OCCUPATION GROUP TITLE (leave blank)	
10. WAPCO CLASSIFICATION OF THIS POSITION		12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.		14. PERCENT OF WORKING TIME:	
40% Extension a. Prepares extension proposals b. Implements extension projects c. Submits reports & papers		25% Research a. Prepares research proposals b. Implements research projects c. Submits reports and papers	
25% Instruction a. Conducts examination (mid/final/long hours/quizzes) b. Checks test papers and return 1 week after exam c. Submits grade sheet to Registrar's Office		10% Others a. Member in different committees b. Participate in the co-curricular activities c. Perform other functions assigned by the Director	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR, ISRDS	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN, CME																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center; padding-top: 20px;">NONE</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, teaching materials, etc.																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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;">[ ]</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	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition [ ] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [X] Others (Specify) [ ]
	Occasional	Frequent																	
General Public	[X]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>December 12, 2014</u>            Date         </div> <div style="text-align: center;">             LILIAN B. NUNEZ            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 & Development 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: MS degree relevant to the job Experience: 1 yr. relevant experience; 4 hrs. relevant training																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; padding-top: 10px;">NONE</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">           _____            Date         </div> <div style="text-align: center;">             MARIA AURORA T. W. TABADA            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">           _____            Date         </div> <div style="text-align: center;">             JOSE L. BACUSMO            Head of Agency         </div> </div>																			