

REPUBLIC OF THE PHILIPPINES

EC-CSC Form No. 1
(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

ISRDS, VSU

3a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO. VISCAD-AP1-77-2004

3. OFFICIAL DESIGNATION OF POSITION

Asst. Professor []

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

TABADA MA. AURORA T. W.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: ₱ 175,560.00

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

Asst. Professor

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

50%

Teach Socio 11

30%

Implement extension projects

20%

Implement research projects

Signature and Title of immediate

Supervisor

Date

APPROVED

JOSE L. BACALAN

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, ISRDS

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Agriculture

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by 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

[x]

[]

Other Agencies

[x]

[]

Supervisors

[]

[]

Management

[]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition (x)

Field work []

Field Trips []

Exposed to Varied Weather

Other's (Specify) []

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

10/24/07

Atchanda
Signature of Employee

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

Coordinates extension programs of the University and implements socioeconomic action research projects.

22. Describe briefly the general function of the position.

To conduct researches and teach socio 11 subject

23.a. 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 with specific area of specialization plus other requirements
Experience: per QS of the University.

None

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

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

Date

Jose L. Bacusmo
Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO
Head of Agency