

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

BANDOLA LILIAN C.
(FAMILY NAME) (GIVEN NAME) (M.I.)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

CSR-SFD, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ EO 87

ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. LS

ITEM NO.

7a. SALARY P.A. ; 7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL

₱42,480.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I (Res/Ext)

9. WORKING OR PROPOSED TITLE

Instructor I (Res/Ext)

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

70%

1. To conduct researches.

20%

2. To perform extension activities

10%

3. To do other duties that the Director may assign.

Handwritten signature in blue ink.

Director, CSR-SFD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR _____

Director of Research & Extension

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, etc.

18. CONTACTS

Occasional

Frequent

General Public :

Other Agencies :

Supervisors

Management

Others (Specify):

19. WORKING CONDITION

Normal Working Condition : x :

Field Work

Field Trips

Exposed to varied Weather:

Others (Specify)	0	0
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2 I CERTIFY that the above answers are accurate and complete.

1-1-90

Date _____

LILIAN C. BANDOLA

Signature of Employee

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

Coordinates extension programs of the College and implements socio-economic 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: BS degree with specific area of specialization plus

Experience: other requirements per QS of the College.

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

None

24. I hereby certify that the above answers are accurate and complete.

Date _____

ELISEO R. PONCE - Director
Signature and Title of Immediate Supervisor

25. APPROVED:

Date _____

Head of Agency