

REPUBLIC OF THE PHILIPPINES
BC-CSC FORM NO. 1
(Position Description Form)

1. NAME OF EMPLOYEE
SUBERE MARIA VERIE Q.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VSU, Visca, Baybay City

3. BUREAU OR OFFICE
OVPRE, VSU, Visca, Baybay City

4. DEPARTMENT/BRANCH/DIVISION
OVPRE, VSU, Visca

5. WORK STATION/PLACE OF WORK
Baybay City

6a. PRES. APPROP. ACT: 6b. PREV. APPROP.
BOARD RES./ : ACT/BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO.

7a. SALARY : 7b. OTHER COMPENSATION
AUTHORIZED
ACTUAL
P 11, 275.00/mo. PERA & ACA

8. OFFICIAL DESIGNATION OF POSITION
Science Research Assistant

9. WORKING OR PROPOSED TITLE

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

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'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 monitoring and evaluation of the university's R & D programs and activities.
- 25 Establishes and maintains appropriate filing system of all R implemented R & D programs/proposed activities.
- 25 Assist in the production of R & D reports and other related documents
- 10 Performs other related tasks assigned by superiors.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: Vice President
15. POSITION TITLE OF NEXT HIGHER SUPERVISOR: 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) none

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
Computer, Scissor, Calculator, Tables, Chairs, Stapler

18. CONTACTS

	Occasional	Frequent
General Public	: X :	: :
Other Agencies	: X :	: :
Supervisors	: :	: X :
Management	: :	: X :
Others (Specify)	: :	: :

19. WORKING CONDITION

Normal Working Condition	: X :
Field Work	: :
Field Trips	: :
Exposed to Varied weather	: :
Others (Specify)	: :

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

1-6-09

Date

Maria Verbie Q. Subere
MARIA VERBIE Q. SUBERE
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 assistance in the establishment and maintenance of the university's research and extension (R & E) management and information system (MIS).

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: BS with specific area of specialization plus other requirements per QS of the university

Experience: one year of relevant experience

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

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

Date

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

26. APPROVED:

Date

Jose L. Bacusmo
JOSE L. BACUSMO
Head of Agency