

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

: 1. NAME OF EMPLOYEE
:
: CAINTIC PAULINE SALIGUE
: (Family Name) (Given Name) (Middle Name)

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

4. DEPARTMENT/BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK
VICARP, 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. Lump Sum : P9,318.00 PERA & ACA P500/mo.

8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE
ASSOCIATE PROFESSOR II
Science Research Assistant Science Research Assistant

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 /	/ /	/ /	/ /	/ /	/ /

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

Percent of
Working
Time

DUTIES:

- | | | |
|-----|----|-----------------------------------------------------------------------------------------|
| 30% | 1. | Takes charge of word processing and reproduction of VICARP reports. |
| 30% | 2. | Assists in monitoring, publications and workshop proceedings |
| 30% | 3. | Assists in the conduct of consortium sponsored R and D program/
projects/activities. |
| 10% | 4. | Performs other duties assigned by the superior and VICARP Director. |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR :

VICARP Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VPRE

15. NAME, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).
List only by their Item Nos. and Titles)

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
Computer, record book, ballpen, etc.

18. CONTACTS

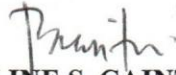
	Occasional	Frequent
General Public	: : : x :	
Other Agencies	: x : : x :	
Supervisors	: x : : :	
Management	: : : x :	
Others (Specify)	: : : x :	

19. WORKING CONDITION

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

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

Date


PAULINE S. CAINTIC
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

23. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.
Coordination and management of R and D activities in Region 8.

23. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.
Handling R and D information exchange, wordprocessing of R and D reports, publication and processing.

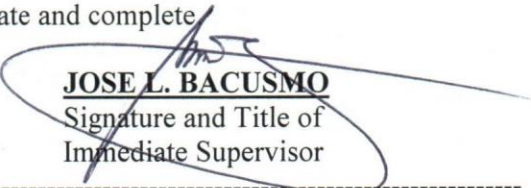
23a. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should filled for all positions other than teaching.

Education: BS with specialization as per QS of the College
Experience: computer literate

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


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

Date


JOSE L. BACUSMO
Signature and Title of
Immediate Supervisor

27. APPROVED:

Date


PACIENCIA P. MILAN
Head of Agency