

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAINTIC PAULINE SALIGUE <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION ViCAARP		5. WORK STATION/PLACE OF WORK Baybay, City	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
		7a. SALARY P.A.: P247,812.00 7b. OTHER COMPENSATION: PERA & ACA – P2,000.00/mo.	
8. OFFICIAL DESIGNATION OR POSITION Instructor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :		DUTIES	
45%	Plan/coordinate/facilitate in the conduct of consortium sponsored RDE programs/projects/activities		
40%	Plan/coordinate/facilitate in the monitoring and evaluation of RDE projects in the VICAARP network		
10%	Perform other duties assigned by the VICAARP Director, ViCAARP RRDCC Chair and other superiors		
5%	Teach subject related to management		

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR
ViCAARP Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
President

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

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computer, telephone, fax, camera

18. CONTACT


	<u>Occasional</u>	<u>Frequent</u>
General Public	[/]	[/]
Other Agencies	[/]	[/]
Supervisors	[/]	[/]
Management	[/]	[/]
Others (Specify)	[/]	[/]

19. WORKING CONDITION

Normal Working Condition	[/]
Field Work	[/]
Field Trips	[/]
Exposed to Varied Weather	[/]
Others (Specify)	[/]

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

Date


PAULINE S. CAINTIC
Signature of Employee

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

Conduct monitoring and evaluation of RDE projects implemented by the ViCAARP member-agencies

22. Describe briefly the general function of the position.

Plan/coordinate/facilitate in the conduct of consortium sponsored RDE programs/projects/activities. Plan/coordinate/facilitate in the conduct of monitoring and evaluation of RDE projects implemented by the ViCAARP member-agencies.

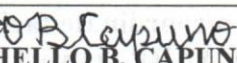
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching.)

Education: MS degree relevant to the job

Experience: Management in regional RDE programs and activities

23b. Licenses or certificates required to do this work, if any.
none

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


OTHELLO B. CAPUNO
Director, ViCAARP

Signature and Title of Immediate Supervisor

APPROVED:

Date


EDGARDO E. TULIN
Head of Agency

Date