

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
ABAMO ANTONIO PAJO
(Family name) (Given Name) (Middle Name)

3. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE
Dept. of Business & Management, VSU, VISCA

4. DEPT/BRANCH/DIVISION
DBM, VSU, Visca

5. WORK STATION/PLACE OF WORK
BAYBAY CITY, LEYTE

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ : ACT/
BOARD RES/ : BOARD RES
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO. **USCAB-AP7-9-1998**

7a. SALARY P.A. : 7b. OTHER COMPENSATION:PERA/ACA
AUTHORIZED: **₱ 216,984.00**
ACTUAL : **₱ 24,000.00**

8. OFFICIAL DESIGNATION OF POSITION
Assistant Professor III

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave blank)

11. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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% Teaches major agribusiness management courses
25% Supervise DBM office
15% Conduct enterprise development research and extension
10% Performs other duties that may be assigned by supervisor.

OP1
2/5/15

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR
Vice President for Instruction President

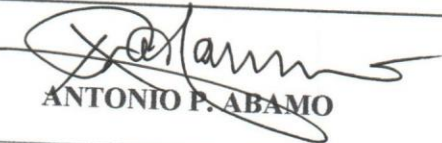
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles). Assoc. Prof., Asst. Prof., Instructor, Part-time Instructor, Res. Asst., Administrative Aide, Utility, Encoder

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computer, Overhead projector, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	_____	_____	Normal Working Condition _____ x _____
Other Agencies	_____	_____	Field Work _____
Supervisors	_____	_____	Field Trips _____
Management	_____	_____	Exposed to varied whether _____
Others (specify)	_____	_____	Others (specify) _____

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

Date


ANTONIO P. ABAMO
Signature of Employee

21. Describe briefly the general function of the unit or section.

Instruction, Research, Extension and Production Specialized in the Field of Business Management.

23. Describe briefly the general function of the position.

Instruction, Research, Extension and Production

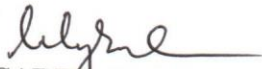
23a. Indicate the required qualification by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education : Relevant masteral degree
Experience : 3 years relevant experiences; 16 hours relevant training.

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

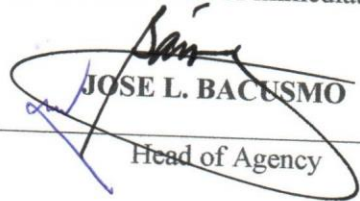
24. I hereby certify that the above answers are accurate and complete.

Date


EDGARDO E. TULIN
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency