

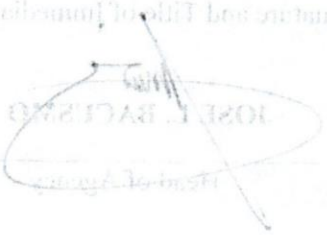
REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)	1. NAME OF EMPLOYEE ABAMO ANTONIO PAJO (Family name) (Given Name) (Middle Name)
3. DEPARTMENT, CORPORATION OF AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY	3. BUREAU OR OFFICE Dept. of Business & Management, VSU, ViSCA
4. DEPT/BRANCH/DIVISION 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. APRO5-3-2011	7a. SALARY P.A. : 7b. OTHER COMPENSATION:PERA/ACA AUTHORIZED: 24,000.00 ACTUAL : 422,628.00
8. OFFICIAL DESIGNATION OF POSITION Associate 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	<input type="checkbox"/>	CITY	<input type="checkbox"/>	PROVINCE	<input type="checkbox"/>
1st	<input type="checkbox"/>	2nd	<input type="checkbox"/>	3rd	<input type="checkbox"/>
4th	<input type="checkbox"/>	5th	<input type="checkbox"/>	6th	<input type="checkbox"/>

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

Percent of Working Time	DUTIES:
50%	Teaches undergraduate/graduate major agribusiness management courses
25%	Supervises DBM & CME offices
15%	Conduct enterprise development research and extension
10%	Performs other duties that may be assigned by supervisor.



JOSE L. BACTANO

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice Pres. for Academic Affairs

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. (2) Asst. Prof. (2) Instructor - (3) Part Time Instructor (3)

Adm. Aide (1) Encoder (1)

Utilityman (2) Res. Asst. (1)

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

Computer, Overhead projector, etc.

18. CONTACT : 19. WORKING CONDITION

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

Normal Working Condition x

Field Work

Field Trips

Exposed to varied whether

Others (specify)

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

ANTONIO P. ABAMO

Date

Signature of Employee

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

22. Describe briefly the general function of the position.

Teaching, Research/extension work in business and management both in the undergraduate and graduate level.

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 : 2 years of relevant experience

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

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

OSCAR B. POSAS

Signature and Title of Immediate Supervisor

25. APPROVED:

JOSE L. BACUSMO

Head of Agency