

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE CAPUNO RUFINA FELICILDA (Family name) (Given Name) (Middle Name)	
3. DEPARTMENT, CORPORTION OF AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Department of Economics	
4. DEPT/BRANCH/DIVISION College of Agriculture		5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte	
6a. PRES. APPROP. : 6b. PREV. APPROP. ACT/ : ACT/ BOARD RES/ : BOARD RES ORD. NO. : ORD NO. ITEM NO. : ITEM NO. ES ViSCAB-AP2-1-2002		7a. SALARY P.A. : 7b. OTHR COMPENSTION AUTHORIZED: P 266,568.00 : P 24,000.00 ACTUAL : :	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor IV		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (Leave blank)	

12. FOR LOCAL GOVENMENT 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:
65%	Teaches Agricultural Economics courses;
15%	Prepares and conducts research and extension activities;
10%	Advises undergraduate students and YES organization; and
10%	Other duties and responsibilities that may be assigned by the head.

100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head : Dean of College/Vice President for Academic Affairs

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.

Calculator, computer, overhead/slide projector, etc.

18. CONTACT


	Occasional	Frequent
General Public		X
Other Agencies		
Supervisors		
Management		
Others (specify) students		

19. WORKING CONDITION

Normal Working Condition	X
Field Work	
Field Trips	
Exposed to varied whether	
Others (specify) classroom	

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

15 October 2009
Date


RUFINA F. CAPUNO
Signature of Employee

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

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Instruction, research and extension.


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 : 12 yrs. of relevant experience; 4 yrs. of relevant training.

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

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

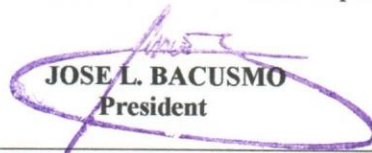
15 October 2009
Date


FEDRO T. ARMENIA
Department Head

Signature and Title of Immediate Supervisor

26. APPROVED:

Date


JOSE L. BACUSMO
President