

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)
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2. DEPARTMENT, CORPORTION OF AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY	3. BUREAU OR OFFICE Department of Economics
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4. DEPT/BRANCH/DIVISION College of Management and Economics	5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte
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6a. PRES. APPROP. : 6b. PREV. APPROP. ACT/ : ACT/ BOARD RES/ : BOARD RES ORD. NO. : ORD NO. ITEM NO. : ITEM NO. APR01-9-2011	7a. SALARY P.A. : 7b. OTHR COMPENSTION AUTHORIZED: PERA/ACA 24,000.00 : ACTUAL : 365,688.008 :
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8. OFFICIAL DESIGNATION OF POSITION Associate Prof. 1p	9. WORKING PROPOSED TITLE
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10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (Leave blank)
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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:
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.
5%	2. Member in different committees.
5%	3. Participate in the co-curricular activities.
5%	4. Perform other functions assigned by the Department 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.

Writing boards, transparencies, computer, projector, etc.

18. CONTACT

	Occasional	Frequent
General Public		<input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
Others (specify) students		<input checked="" type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	
Field Work	
Field Trips	<input checked="" type="checkbox"/>
Exposed to varied whether	<input checked="" type="checkbox"/>
Others (specify) classroom	<input checked="" type="checkbox"/>

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

28 October 2011

Date

RUFINA F. CAPUNO

Signature of Employee

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

BS degree in the area of specialization

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 : BS degree in the area of specialization

Experience: 1 yr. of relevant experience; 4 hrs. of relevant training

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

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

PEDRO T. ARMENIA

Department Head

Signature and Title of Immediate Supervisor

24. APPROVED:

28 October 2011

Date

JOSE L. BACUSMO

President

Head of Agency