

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Ag. Economics & Agribusiness

6a. PRES. APPROP. : 6b. PREV. APPROP.  
ACT/ BP Blg. 640 : ACT/ BP Blg. 230  
BOARD RES./ : BOARD RES./  
ORD. NO. : ORD. NO.  
ITEM NO. : ITEM NO. L.S

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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: DUTIES ---

Working :

Time :

70%

1. Teaches courses in Agricultural Economics.

20% Writes research proposals for foreign and local funding.

10%

3. Performs extension services and other functions which may be assigned by the Department Head.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Head, Dept. of Ag. Econ. & Agribusiness : Director of Instruction

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

None

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

Calculator, audio-visual aids, technical references, etc.

18. CONTACTS

Occasional

Frequent

General Public

: x :

: : :

Other Agencies

: x :

: : :

Supervisors

: : :

: x :

Management (students)

: : :

: x :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: x :

Field Work

: : :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (Specify)

: : :

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

1-2-85  
Date

RUTINA L. FELICILDA  
Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Agricultural Economics courses; conduct research and extension services.

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: BS degree with specific area of specialization plus other requirements

Experience: per QS of the College.

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

None

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

1-2-85  
Date

CAMILO D. VILLANUEVA, Head, Dept. of  
Signature and Title of Immediate  
Supervisor

Ag. Econ. & Agrib.

25. APPROVED:

1-2-85  
Date

SAMUEL S. GO

Head of Agency