

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

6. DEPARTMENT, CORPORATION OF AGENCY/ LOCAL GOVERNMENT  <b>VISAYAS STATE COLLEGE OF AGRICULTURE</b>		1. NAME OF EMPLOYEE <b>TEVES</b> <b>JOVIEL</b> <b>RODRIGUEZ</b> (Family name)      (Given Name)      (Middle Name)	
4. DEPT/BRANCH/DIVISION  <b>DBM, LSU, Visca</b>		3. BUREAU OR OFFICE  <b>Dept. of Business Management, LSU, Visca</b>	
6a. PRES. APPROP. : 6b. PREV. APPROP. ACT/ : ACT/ BOARD RES/ : BOARD RES ORD. NO. : ORD. NO. ITEM NO. : ITEM NO. <b>LS</b>		5. WORK STATION/PLACE OF WORK  <b>LSU, BAYBAY, LEYTE</b>	
8. OFFICIAL DESIGNATION OF POSITION  <b>Instructor</b>		7a. SALARY P.A. : 7b. OTHR COMPENSTION AUTHORIZED:  ACTUAL :	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE	
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"/>		11. OCCUPATION GROUP TITLE (Leave blank)	

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

Percent of  
Working  
Time

DUTIES:

50%  
25%  
25%

Teaches agribusiness management and economics courses  
Conducts research and extension activities related to enterprise development, marketing and record keeping  
Performs other duties that may be assigned by the department head.

144081



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR  
 Department Head : Dean, CEAL

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.  
 Computer, Overhead projector, calculator, stapler, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public		<input checked="" type="checkbox"/> x	Normal Working Condition <input checked="" type="checkbox"/> x
Other Agencies			Field Work
Supervisors		<input checked="" type="checkbox"/> x	Field Trips
Management		<input checked="" type="checkbox"/> x	Exposed to varied whether
Others (specify)			Others (specify)

20. I CERTIFY that the above answers are accurate and complete.  
 9 MAY 2007  
 Date

*Joviel R. Teves*  
 JOVIEL R. TEVES  
 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

22. 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 : BS degree in the area of specialization.  
 Experience :

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

29. I hereby certify that the above answers are accurate and complete.  
 9 MAY 2007  
 Date

*Antonio P. Abamo*  
 ANTONIO P. ABAMO  
 Signature and Title of Immediate Supervisor

30. APPROVED:  
 Date

*Paciencia P. Milan*  
 PACIENCIA P. MILAN  
 Head of Agency