

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAPUNO RUFINA F. <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE DAEA, VisCA, Baybay, Leyte	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Instructor III		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :			
D U T I E S			
60% 20% 10% 10%	Teaches Ag. Economics courses Conduct research and extension activities Advise Ag. Econ. major students Perform other duties and responsibilities that may be assigned by the dept. head.		

14.	POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DAEA	15.	POSITION TITLE OF NEXT HIGHER SUPERVISOR Director, ODI	
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, etc.			
18.	CONTRACT		19.	WORKING CONDITION
		Occasional Frequent		Normal Working Condition []
	General Public	[] []		Field Work []
	Other Agencies	[] []		Field Trips []
	Supervisors	[] []		Exposed to Varied Weather []
	Management	[] []		Others (Specify) []
	Other (Specify)	[] []		
20.	I CERTIFY that the above answers are accurate and complete.			
	<u>28 October 1998</u> Date		<u>RUFINA F. CAPUNO</u> Signature of Employee	
21.	Describe briefly the general function of the Unit or Section. Instruction, research and extension			
22.	Describe briefly the general function of the position. Instruction, research and extension			
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: Bachelor's degree in the area of specialization			
	Experience: 1 yr relevant experience; 4 hrs relevant training			
23b.	Licenses or certificates required to do this work, if any.			
24.	I HEREBY CERTIFY that the above answers are accurate and complete.			
	<u>November 5, 1998</u> Date		<u>RAMON S. GO</u> Signature and Title of Immediate Supervisor	
25.	APPROVED:			
	<u>Date</u>		<u>SAMUEL S. GO</u> Head of Agency	