

REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAPUNO RUFINA F. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION Department of Economics		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS	7a. SALARY P.A. ₱ 159,600.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
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 Working Time: DUTIES			
65% Teaches Agricultural Economics courses;			
15% Prepares and conducts research and extension activities;			
10% Advises undergraduate students and D'AGEMMS organization; and			
10% Other duties and responsibilities that may be assigned by the head.			

14 POSITION TITLE OF IMMEDIATE SUPERVISOR

~~HUMAN RESOURCE MANAGEMENT OFFICER~~

Department Head

15 POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

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)

[]

[]

19 WORKING CONDITION

Normal Working Condition [x]

Field work []

Field Trips []

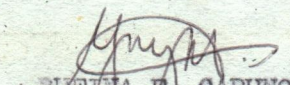
Exposed to Varied Weather []

Other's (Specify) []

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

22 October 2013

Date


RUFINA F. CAPUNO
Signature of Employee

21 Describe briefly the general function of the Unit or Section

To provide instruction, research & extension services.

22 Describe briefly the general function of the position.

Instruction, research & 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: BS degree relevant to the job.

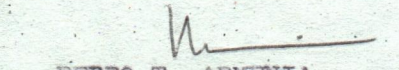
Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.

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

24 I HEREBY CERTIFY that the above answers are accurate and complete.

22 October 2013

Date


PEDRO T. ARMENIA
Signature and Title of Immediate Supervisor

25 APPROVED

Date


PACIENCIA P. MILAN
Head of Agency