

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)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL  
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DAEA, LSU Visca, Baybay, Leyte

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. LS

6b. PREV. APPRO  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

7a. SALARY P.A.: P 150,552.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor 3

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 [x] CITY [ ] PROVINCE [x]

1st	2nd	3rd	4th	5th	6th
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please  
attached 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 VAESO organization and  
10% : Other duties and responsibilities that may be assigned by the head.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

**Head, DAEA**

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

**Director of Inspection**

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, calculator, etc**

18. CONTRACT

Occasional Frequent

General Public	[ ]	[ <input checked="" type="checkbox"/> ]
Other Agencies	[ <input checked="" type="checkbox"/> ]	[ ]
Supervisors	[ ]	[ <input checked="" type="checkbox"/> ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[ <input checked="" type="checkbox"/> ]
Field Work	[ ]
Field Trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

8 October 2001

Date

ROFINA F. CAPUNO

Signature of Employee

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

**Does Instruction, Research and Extension**

22. Describe briefly the general function of the position.

**Teaches Agricultural Economics Courses.**

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: **One year of relevant experience; 4 hours 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.

JOSE M. ALBUINO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

                      
Date

PACIENCIA P. MILAN

Head of Agency