

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

ABELLA ANALITA PERPEÑAN
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Agricultural Economics & Agribusiness

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ BP Blg. 640 : ACT/ BP Blg. 230
BOARD RES./ : BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. 6-123 : ITEM NO. 6-122

7a. SALARY P.A. : 7b. OTHER COMPENSATION

AUTHORIZED P18,636.00 :
ACTUAL P18,636.00 : COLA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor

Instructor

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: DUTIES

Working :
Time :

- 60% : 1. Teaches Agricultural Economics and Agribusiness courses.
- 30% : 2. Works as study leader on PCARR-IDRC Project.
- 10% : 3. Performs other functions which the Department Head may assign.



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14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Ag. Economics & 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).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
calculator, typewriter, visual aids, etc.

18. CONTACTS Occasional Frequent
General Public : x :
Other Agencies : x :
Supervisors : :
Management : :
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.

Sept. 2, 1985
Date

ANALITA P. ABELLA
Signature of Employee

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

To provide instruction, research and extension services in the field of Agricultural Economics and Agribusiness

22. Describe briefly the general function of the position.

To provide instruction in agricultural economics and agribusiness 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: BS degree with specific area of specialization
Experience: plus other requirements per QS of the College.

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

None

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

10/2/85
Date

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

25. APPROVED:

10/2/85
Date

SAMUEL S. GO
Head of Agency