

(PPOSITION DESCRIPTION FORM)

MASCARIÑAS

(Middle Name)

LEYTE STATE UNIVERSITY

LSU

Department of Economics

Visca, Baybay, Leyte

ITEM

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39-2001

Assistant Professor I

9. WORKING PROPOSED TITLE

11. OCCUPATION GROUP TITLE

(Leave blank)

MUNICIPALITY

CITY

PROVINCE

1st

2nd

3rd

4th]

54d

6th]

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

DUTIES.

65%

Teaches Agricultural Economics courses:

15%

Prepares and conducts research and extension activities:

10%

Advises undergraduate students; and

10%

Other duties and responsibilities that may be assigned by the head.

100%

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

Department Head

: Dean of College/Vice President for Academic Affairs

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	_____	<u>X</u>
Other Agencies	_____	_____
Supervisors	_____	_____
Management	_____	_____
Others (specify) students	_____	_____

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	_____
Field Trips	_____
Exposed to varied whether	_____
Others (specify) classroom	_____

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

October 23, 2006
Date


BRENDA M. RAMONEDA

Signature of Employee

21. Describe briefly the general function of the unit or section.

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Instruction, research and extension.


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 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.

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


MA. SALOME B. BULAYOG
Department Head

Oct. 26, 2006
Date

Signature and Title of Immediate Supervisor

32. APPROVED:


PACIENCIA P. MILAN

Date