

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Agricultural Economics & Agribusiness

6a. PRES.. APPROP.

ACT/ BP B1g. 230

BOARD RES./

ORD. NO.

ITEM NO. L mp Sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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

90%

1. Teaches Agricultural Economics courses;

10%

2. Writes/conducts researches;
Performs other functions which may be assigned by the
Department Head.

5

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

Head, Dept. of Agricultural Economics

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).

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Calculator, typewriter, technical references, etc.

18. CONTACTS

Occasional

Frequent

General Public

Occasional

Frequent

Other Agencies

Occasional

Frequent

Supervisors

Occasional

Frequent

Management

Occasional

Frequent

Others (Specify)

Occasional

Frequent

19. WORKING CONDITION

Normal Working Condition

Occasional

Field Work

Occasional

Field Trips

Occasional

Exposed to varied Weather

Occasional

Others (Specify)

Occasional

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

3-22-83

Date

RUFINA L. FELICILDA

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; conduct research and performs extension services.

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 plus other requirements
Experience: per QS of the College.

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

None

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

3-22-83

Date

NIRELITO E. PASQUAL Head, Dept. of Ag.

Signature and Title of Immediate Supervisor Economic

25. APPROVED:

4-4-83

Date

F. A. BERNARDO

Head of Agency