

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)

3. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT/BRANCH/DIVISION

Department of Economics

5. WORK STATION/PLACE OF WORK

Visca, Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ : ACT/
BOARD RES/ : BOARD RES
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO. **XX VISCAB-AP1-11-2004**

7a. SALARY P.A. : 7b. OTHR COMPENSTION
AUTHORIZED: ~~P169,000.00~~ **P169,176.00**
ACTUAL :
: **11-2004**

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor II

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave blank)

11. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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'AGEMSS organization; 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		

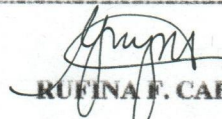
19. WORKING CONDITION

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.

23 October 2006

Date


RUFINA F. CAPUNO

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 : Relevant masteral degree

Experience : 2 yrs of relevant experience; 8 hrs. of relevant training.

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

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


MA. SALOME B. BULAYOG
Department Head

Signature and Title of Immediate Supervisor

Oct. 25, 2006

Date

26. APPROVED:


PACIENCIA P. MILAN

Date