

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

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES./ BP Big. 40

ORD. NO.

ITEM NO. 132

1. NAME OF EMPLOYEE

ABELLA
(FAMILY NAME)

ANALITA
(GIVEN NAME)

PERPINAN
(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED P12,516.00 p.a.

ACTUAL P12,516.00 p.a.

7b. OTHER COMPENSATION

9. WORKING OR PROPOSED TITLE

Instructor

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

90%

1. To handle Agribusiness courses; and to advise Agribusiness students.

10%

2. To do other duties as assigned by the Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Dept. of Agricultural Economics

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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, chalkboard, chalk, eraser, references, etc.

18. CONTACTS

Occasional

Frequent

General Public

: x :

: : :

Other Agencies

: x :

: : :

Supervisors

: : :

: x :

Management (students)

: : :

: x :

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.

April 10, 1981

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 Agricultural Economics.

22. Describe briefly the general function of the position.

To provide instruction in Agribusiness.

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.

April 10, 1981

Date

C. B. VILLANUEVA
Signature and Title of Immediate Supervisor

25. APPROVED:

5-4-81

Date

F. A. BERNARDO

Head of Agency

VISCA
FILE