

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE CAPUNO RUFINA F. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY	3. BUREAU OR OFFICE LSU
4. DEPT./BRANCH/DIVISION Department of Economics	5. WORK STATION/PLACE OF WORK
6a. PRES. APPRO. ACT/ BOARD RES/ CRD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-AP1-11-2004
7a. SALARY P.A.: P 169,176.00	7b. OTHER COMPENSATION: PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor II	9. WORKING PROPOSED TITLE
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 Working Time : DUTIES	
65% Teaches Agricultural Economics courses;	
15% Prepares and conducts research and extension activities;	
10% Advises undergraduate students and D'AGEMMS organization; and	
10% Other duties and responsibilities that may be assigned by the head.	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  College Dean	
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		19. WORKING CONDITION	
Occasional		Frequent	
General Public	[ ]	[ ]	Normal Working Condition
Other Agencies	[ ]	[ ]	Field work
Supervisors	[ ]	[ ]	Field Trips
Management	[ ]	[ ]	Exposed to Varied Weather
Others (Specify)	[ ]	[ ]	Other's (Specify)
20. I CERTIFY that the above answers are accurate and complete.		21. WORKING CONDITION	
12 Dec 2005		Normal Working Condition	
Date		Field work	
		Field Trips	
		Exposed to Varied Weather	
		Other's (Specify)	
22. I CERTIFY that the above answers are accurate and complete.		23. WORKING CONDITION	
12 Dec 2005		Normal Working Condition	
Date		Field work	
		Field Trips	
		Exposed to Varied Weather	
		Other's (Specify)	
24. Describe briefly the general function of the Unit or Section.		25. WORKING CONDITION	
To provide instruction, research & extension services.		Normal Working Condition	
26. Describe briefly the general function of the position.		Field work	
Instruction, research & extension.		Field Trips	
		Exposed to Varied Weather	
		Other's (Specify)	
27. a. 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).		28. WORKING CONDITION	
Education: Relevant masteral degree.		Normal Working Condition	
Experience: 2 yrs of relevant experience; 4 hrs. of relevant training.		Field work	
		Field Trips	
		Exposed to Varied Weather	
		Other's (Specify)	
27. b. Licenses or certificates required to do this work, if any.		29. WORKING CONDITION	
		Normal Working Condition	
		Field work	
		Field Trips	
		Exposed to Varied Weather	
		Other's (Specify)	
28. I HEREBY CERTIFY that the above answers are accurate and complete.		30. WORKING CONDITION	
12 Dec. 2005		Normal Working Condition	
Date		Field work	
		Field Trips	
		Exposed to Varied Weather	
		Other's (Specify)	
29. APPROVED		31. WORKING CONDITION	
		Normal Working Condition	
		Field work	
		Field Trips	
		Exposed to Varied Weather	
		Other's (Specify)	