

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

DAEA, VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ EQ 87

BOARD RES/

ORD. NO.

ITEM NO. 6-105

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

: 1. NAME OF EMPLOYEE

: ABELLA ANALITA P.
(Family Name) (Given Name) (Middle Name)

: 3. BUREAU OR OFFICE

: 5. WORK STATION/PLACE OF WORK

Baybay, Leyte

: 7a. SALARY P.A.

AUTHORIZED

ACTUAL P30,228.00

: 7b. OTHER COMPEN-
SATION

COLA

: 9. WORKING PROPOSED TITLE

Instructor

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: DUTIES ---

Working :
Time :

60%

1. To teach ag. Economics & agribusiness courses.

30%

2. Works as study leader on PCARRD-IDRC Project.

10%

3. Performs other functions as the Dept. Head may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head : 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.
Typewriter, visual aids, calculator, pen, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	: X :	: :	Normal Working Condition	: X :
Other Agencies	: X :	: :	Field Work	: :
Supervisors	: :	: X :	Field Trips	: :
Management	: :	: X :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

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

10/18/89 Date Appelle 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 Ag. Economics and Agribusiness.

22. Describe briefly the general function of the position.

To provide instruction in ag. economics and agribusiness courses.

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: Degree with specific area of specialization plus
Experience: other requirements per CS 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.

Oct 18/89 Date JOSE H. ALKIN JR. - Dept. Head Signature and Title of Immediate Supervisor

25. APPROVED:

October 19, 1989 Date VICENTE A. GUTON Head of Agency