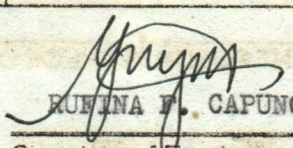
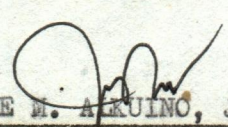
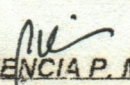


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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAPUNO RUFINA FELICILDE <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Dept. of Ag. Econ. & Agrib.	
4. DEPT./BRANCH/DIVISION Dept. of Ag. Economics & Agribusiness		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A. 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Assistant Prof. 1		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Percent of Working Time : </div> <div style="width: 70%; text-align: center;"> DUTIES </div> </div>			
<div style="display: flex;"> <div style="width: 10%; padding-right: 10px;"> 65% 15% 10% 10% </div> <div> <p>Teaches agricultural economics courses offered by the department.</p> <p>Undertakes research and extension activities.</p> <p>Advises undergraduate students of the department and VAESO organization.</p> <p>Other duties and responsibilities that maybe assigned by the dept. head.</p> </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director of Instruction</div>																													
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. <div style="text-align: center;">calculator; computer; overhead/slide projector; etc.</div>																															
18. CONTACT <table style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Management</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[]</td></tr><tr><td>Field work</td><td style="text-align: center;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[]</td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;">[]</td></tr></tbody></table>		Normal Working Condition	[]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
	Occasional	Frequent																													
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Field work	[]																														
Field Trips	[]																														
Exposed to Varied Weather	[]																														
Other's (Specify)	[]																														
20. I CERTIFY that the above answers are accurate and complete <div style="text-align: center;">11-27-01 Date</div>		<div style="text-align: center;"> RUFINA F. CAPUNO Signature of Employee</div>																													
21. Describe briefly the general function of the Unit or Section.																															
22. Describe briefly the general function of the position.																															
23 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). Education: Experience:																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="text-align: center;">11-28-01 Date</div>		<div style="text-align: center;"> JOSE M. ADUINO, JR. Signature and Title of Immediate Supervisor</div>																													
25. APPROVED <div style="text-align: center;">Date</div>		<div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency</div>																													