

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

CAPUNO RUPINA F.

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION, OR AGENCY

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

Department of Economics

LSU

4. DEPT./BRANCH/DIVISION

Department of Economics

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO

ACT/

BOARD RES/

ORD NO

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **LS**

7a. SALARY P.A. **₱ 159,600.00**

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor 1

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

[]

[]

[]

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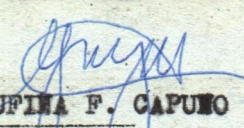
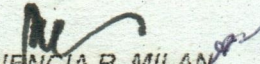
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of

Working Time:

DUTIES

- 65%** **Teaches Agricultural Economics courses;**
- 15%** **Prepares and conducts research and extension activities;**
- 10%** **Advises undergraduate students and D'GEAMS organization; and**
- 10%** **Other duties and responsibilities that may be assigned by the department head.**

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean of College																		
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. computer; typewriter; calculator; ballpen, etc.																			
18. CONTACT <table style="width: 100%; border: none;"> <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 Normal Working Condition ☐ Field work ☒ Field Trips ☐ Exposed to Varied Weather ☐ Other's (Specify) ☐
	Occasional	Frequent																	
General Public	☐	☐																	
Other Agencies	☐	☒																	
Supervisors	☐	☐																	
Management	☐	☐																	
Others (Specify)	☐	☐																	
20. I CERTIFY that the above answers are accurate and complete. 10-18-02 Date  RUFINA F. CAPUNO Signature of Employee																			
21. Describe briefly the general function of the Unit or Section To provide instruction, research & extension services.																			
22. Describe briefly the general function of the position. Instruction, research & extension.																			
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: Relevant masteral degree Experience: 1 year of relevant experience; 4 hours of relevant training.																			
23b. Licenses or certificates required to do this work, if any. 																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. 10-18-02 Date  PEDRO T. ARMENIA Signature and Title of Immediate Supervisor																			
25. APPROVED Date  PACIENCIA P. MILAN Head of Agency																			