

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

FELICILDA RUFINA L.
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. : 7b. OTHER COMPENSATION

AUTHORIZED ₱11,904.00 p.a.
ACTUAL ₱11,904.00 p.a.

9. WORKING OR PROPOSED TITLE

Assistant Instructor

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. Teaches Agricultural Economics courses;
: Prepares and improves syllabi for the course;
: Checks exercises;
: Administers and checks examination papers.
5% : 2. Write research proposal for local and international funding.
5% : 3. Performs other functions which may be assigned by superiors.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 Head, Dept. of Agricultural Economics 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.
 Overhead projector and screen, acetate pins & Plastic acetate, calculator, references, etc.

18. CONTACTS 19. WORKING CONDITION

	Occasional	Frequent		
General Public	: x :	: :	Normal Working Condition	: x :
Other Agencies	: x :	: :	Field Work	: :
Supervisors	: :	: x :	Field Trips	: :
Management (students)	: :	: x :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

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

6-14-82

Date

Rufina L. Felicilda
 RUFINA L. FELICILDA
 Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension in the field of Agricultural Economics and Agribusiness.

22. Describe briefly the general function of the position.

To provide instruction in Agricultural Economics courses; write research proposals; perform extension services.

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.

6-14-82

Date

Nerelito P. Pascual
 NERELITO P. PASCUAL, Head, Dept. of Ag. Econ.
 Signature and Title of Immediate Supervisor & Agribusiness

25. APPROVED:

6-30-82

Date

F. A. Bernardo
 F. A. BERNARDO
 Head of Agency