

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
FELICILDA RUFINA LACUMBAY
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

5. WORK STATION/PLACE OF WORK

4. DEPT./BRANCH/DIVISION

Ag. Economics & Agribusiness

Baybay, Leyte

6a. PRES. APPROP. ACT/ BP Blg. 230 BOARD RES./ ORD. NO. ITEM NO. Lump Sum	: 6b. PREV. APPROP. ACT/ BP Blg. 131 BOARD RES./ ORD. NO. ITEM NO. LS	: 7a. SALARY P.A. AUTHORIZED P13824 p.a. ACTUAL P13824 p.a.	: 7b. OTHER COMPENSATION cola
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8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Assistant Instructor

Assistant Instructor

10. NAPCO CLASSIFICATION OF THIS POSITION

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

70%
20%

10%

1. Teaches Agricultural Economics courses.
2. Conducts research studies on : Marketability and Market channels of various sweet potato products and by-products in Luzon and Visayas and Mindanao.
3. Performs other functions which may be assigned by the Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 Head, Dept. of Ag. Econ. & Agribusiness 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.
 Calculator, References, chalkboard, chalk, eraser, audio-visual, etc.

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION	
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.

<u>3-15-84</u> Date	<i>Rufina L. Felicilda</i> RUFINA L. FELICILDA Signature of Employee
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21. Describe briefly the general function of the Unit or Section.
 To provide instruction, research and extension services.

22. Describe briefly the general function of the position.
 To provide instruction in Agricultural Economics 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: 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.

<u>3-15-84</u> Date	<i>Nerelito P. Pascual</i> NERELITO P. PASCUAL, Head, Dept. of Signature and Title of Immediate Supervisor Ag. Econ. & Agribusiness
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25. APPROVED:

<u>3-15-84</u> Date	<i>[Signature]</i> F. A. EDUARDO Head of Agency
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