

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

1. NAME OF EMPLOYEE

CAPUNO **RUFINA** **FELICILDA**
(Family name) (Given Name) (Middle Name)

**3. DEPARTMENT, CORPORATION OF GENCY/
LOCAL GOVERNMENT**

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Department of Economics

4. DEPT/BRANCH/DIVISION

College of Agriculture

5. WORK STATION/PLACE OF WORK

Visca, Baybay City, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ : ACT/
BOARD RES/ : BOARD RES
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO.

7a. SALARY P.A. : 7b. OTHR COMPENSTION
AUTHORIZED:

ACTUAL :

₱ 204,708.00

₱ 24,000.00

LS. VLSCHD-AP2-1-2002

8. OFFICIAL DESIGNATION OF POSITION

Asst. Prof. #

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave blank)

11. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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
Working
Time

DUTIES:

65%

Teaches Agricultural Economics courses;

15%

Prepares and conducts research and extension activities;

10%

Advises undergraduate students and YES organization; and

10%

Other duties and responsibilities that may be assigned by the head.

100%

Signature and Title of Immediate Supervisor

JOSE L. BACALANO
President

APPROVED

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head : Dean of College/Vice President for Academic Affairs

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.

Calculator, computer, overhead/slide projector, etc.

18. CONTACT

	Occasional	Frequent
General Public	_____	<u>x</u>
Other Agencies	_____	_____
Supervisors	_____	_____
Management	_____	_____
Others (specify) students	_____	_____

19. WORKING CONDITION

Normal Working Condition	<u>x</u>
Field Work	_____
Field Trips	_____
Exposed to varied whether	_____
Others (specify) classroom	_____

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

22 January 2009
Date


RUFINA F. CAPUNO
Signature of Employee

21. Describe briefly the general function of the unit or section.

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Instruction, research and extension.

23a. Indicate the required qualification 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 yr. of relevant experience; 4 hrs. of relevant training.

23b. Licenses or certificates required to do this work, if any.

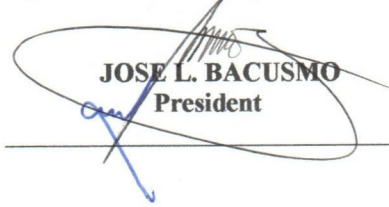
25. I hereby certify that the above answers are accurate and complete.


JOSE M. ALKUINO, JR
Department Head

22 January 2009
Date

Signature and Title of Immediate Supervisor

26. APPROVED:


JOSE L. BACUSMO
President

Date