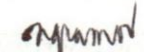

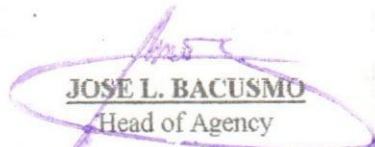


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RAMOS MA. NENA Q. (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY
4. DEPT./BRANCH/DIVISION DMPS, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VisCAB-AP1-15-2004	7a. SALARY P.A.: P 249,828.00 7b. OTHER COMPENSATION: P 24,000.00
8. OFFICIAL DESIGNATION OF POSITION Asst. Professor III		9. WORKING PROPOSED TITLE Asst. Professor
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.		
Percent of Working Time	DUTIES	
80%	Teaches statistics and mathematics courses	
20%	Does related works.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p>																																	
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. <p style="text-align: center;">Books, chalk, eraser, handouts, calculator, computer etc.</p>																																		
18. CONTRACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Equipment</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>Other (Specify)</td> <td style="text-align: center;">[/]</td> <td style="text-align: center;">[/]</td> </tr> </tbody> </table>		Occasional	Equipment	General Public	[/]	[/]	Other Agencies	[/]	[/]	Supervisors	[/]	[/]	Management	[/]	[/]	Other (Specify)	[/]	[/]	19. WORKING CONDITION <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Normal Working Condition</th> <th style="text-align: center;">[/]</th> </tr> </thead> <tbody> <tr> <td>Field Work</td> <td style="text-align: center;">[/]</td> <td style="text-align: center;">[/]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[/]</td> <td style="text-align: center;">[/]</td> </tr> <tr> <td>Exposed to Varied Weather</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>		Normal Working Condition	[/]	Field Work	[/]	[/]	Field Trips	[/]	[/]	Exposed to Varied Weather	[/]	[/]	Others (Specify)	[/]	[/]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>10/22/09</u> Date </div> <div style="width: 45%; text-align: right;">  MA. NENA Q. RAMOS Signature of Employee </div> </div>																																		
21. Describe briefly the general function of the Unit or Section <p style="text-align: center;">To conduct research, instruction and extension.</p>																																		
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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) Education: Relevant masteral degree. Experience: 2 yrs. of relevant experience; 8 hrs. 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. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>10/22/09</u> Date </div> <div style="width: 45%; text-align: right;">  REMBERTO A. PATINDOL Signature and Title of Immediate Supervisor </div> </div>																																		
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u> </u> Date </div> <div style="width: 45%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div>																																		