

REPUBLIC OF THE PHILIPPINES

BO-OSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Department of Mathematics, Physics, and Statistics

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO. **VLCAP-1NCT2-1-2002**

3. OFFICIAL DESIGNATION OF POSITION

Assistant Professor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

RAMOS MA. NENA QUINTOS
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: **175,160**

7b. OTHER COMPENSATION: **PERA/ACA**

9. WORKING PROPOSED TITLE

Assistant Professor

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

[]

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

Percent of

Working Time:

DUTIES

80% Teaches statistics and mathematics subjects.

10% College Statistician.

10% Be other duties as assigned by the head/supervisor.

Signature and Title of Immediate Supervisor

Date

APPROVED

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Associate Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor

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.

computer, calculator, pen & etc.

18. CONTACT

Occasional

Frequent

General Public

[]

[x]

Other Agencies

[x]

[]

Supervisors

[]

[x]

Management

[]

[x]

Others (Specify)

[x]

[]

19. WORKING CONDITION

Normal Working Condition

Field work

[x]

Field Trips

[]

Exposed to Varied Weather

Other's (Specify)

[]

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

9/27/07

Date

MA. NENA Q. RAMOS

Signature of Employee

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

To conduct instruction, research and extension.

22. Describe briefly the general function of the position.

To conduct instruction, research and extension.

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: B.S. Statistics

Experience: none

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

none

24. I HEREBY CERTIFY that the above answers are accurate and complete.

9/28/07

Date

REMIERTO A. PATINDOL

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency