

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

1. NAME OF EMPLOYEE
RAHOS MA. MENA QUINLOG
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT
VISA'AS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION
DAEAM, VISA, Baybay, Leyte

4. WORK STATION/PLACE OF WORK

6a. PRES. APPROP.
ACT/ E.O. 87
BOARD RES./
ORD. NO.
ITEM NO. Lump Sum

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

7a. SALARY P.A.
AUTHORIZED
ACTUAL P 28,752.00

7b. OTHER COLLEGIATE
COLA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

10. Instructor

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st

☐ ☐ ☐ ☐ ☐ ☐

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

Percent of
Working
Time

DUTIES

60%

1. To teach Statistics courses.

35%

2. Acts as statistician for the College.

5%

3. Do other duties that may be assigned by the Dept. Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER

Director of Instruction

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7 only by their nos. and titles.)

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Audio-visual aids, computer, etc.

18. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (Specify)

X

19. WORKING CONDITION

Normal Working Condition

X

Field Work

X

Field Trips

X

Exposed to varied Weather

X

Others (Specify)

X

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

5/10/89

Date

Ma. Nena Z. Ramol

Signature of Employee

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 teach Statistics courses.

23.a. Indicate the required qualifications by years and kind of education considered filling up a vacancy for this position. (Keep the position in mind rather than qualifications of the present incumbent. This item should be filled for all other than teaching).

EDUCATION: B.S. degree with specific area of specialization plus

EXPERIENCE: other requirements per CS 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.

May 12, 1989

Date

Signature and Title of Immediate

Supervisor

25. APPROVED:

15 May 89

Date

NA Quintanilla

Head of Agency