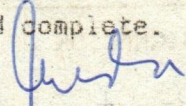
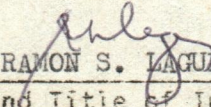


109-a

REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RAMONEDA BRENDA M. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Dept. of Ag. Econ. & Agribusiness Visayas State College of Agriculture		3. BUREAU OR OFFICE Dept. of Ag. Econ. & Agrib.	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-INST1-9		7a. SALARY P.A.: 79,248.00 7b. OTHER COMPENSATION: 12,000.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-INST1-9			
8. OFFICIAL DESIGNATION OF POSITION Instrudtor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor I		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 attached additional sheets.			
Percent of Working Time :			
D U T I E S			
65%	:	Teaches agricultural economics courses;	
15%	:	Prepares and conducts research & extension activities;	
10%	:	Advise graduate and undergraduate students; and	
10%	:	Other duties and responsibilities that may be assigned by the head.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DAEEA	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. slide/overhead projector; computer, calculator, etc.																													
18. CONTRACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[x]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete.																													
<u>Dec. 16, 1996</u> Date	 <u>BRENDA M. RAMONEDA</u> 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. Teaches Ag. Econ. subjects and extension services																													
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 in the area of specialization Experience: None required																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.																													
<u>Dec. 16/96</u> Date	 <u>RAMON S. LAGUNA</u> Signature and Title of Immediate Supervisor																												
25. APPROVED:																													
<u> </u> Date	 <u>SAMUEL S. GO</u> Head of Agency																												