

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

RAMONEDA BRENDA MASCARIÑAS
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

Dept. of Ag. Econ. & Agribusiness

3. DEPT./BRANCH/DIVISION

Dept. of Ag. Econ. & Agribusiness

5. WORK STATION//PLACE OF WORK

Dept. of Ag. Econ. & Agribusiness

6a. PRES. APPROP.
ACT/ 7663
BOARD RES/
ORD. NO.
ITEM NO. 96-2

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

51,312.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

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

D U T I E S

60%

Teaches Agricultural Economics courses;

25%

Prepares and conducts research and extension activities;

10%

Acts as adviser to BSA students and Ag. Econ. major students conducting researches;

5%

Does other responsibilities that may be assigned by the department head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head, DAEEA 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)
None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
typewriter, projector, calculator, ballpen, etc.

18. CONTACT

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other Agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

Dec. 14, 1994

Date

BRENDA M. RAMONEDA

Signature of Employee

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

To provide instruction, research and extension.

22. Describe briefly the general function of the position.

To provide instruction in ag. economics courses.

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 w / specific area of specialization plus

Experience: other requirements per QS 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.

Dec. 14, 1994

Date

JOSE M. ALBUINO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency