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| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE RAMOS MA. NENA QUINLOG <small>(Family Name) (Given Name) (Middle Name)</small> | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY | | 3. BUREAU OR OFFICE LSU | |
| 4. DEPT./BRANCH/DIVISION Dept. of Mathematics, Physics & Statistics | | 5. WORK STATION/PLACE OF WORK LSU | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAD-INST-2-2002 | 7a. SALARY P.A.: 189,600.00 7b. OTHER COMPENSATION: PERA/ACA | |
| 8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I | | 9. WORKING PROPOSED TITLE Assistant Professor I | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE <small>(leave blank)</small> | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [X] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div> | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES If more space is needed, please attach additional sheets. | | | |
| Percent of Working Time : | | DUTIES | |
| <div style="margin-top: 20px;"> <p>80% Teaches statistics and mathematics subjects.</p> <p>10% College Statistician.</p> <p>10% Do other duties as assigned by the department head/supervisor.</p> </div> | | | |

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| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;"><u>Dept. Head</u></div> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;"><u>College Dean</u></div> | | | | | | | | | | | | | | | | | | |
|---|--|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|------------------|-----|-----|--|
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center; margin-top: 10px;">none</div> | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; margin-top: 10px;">calculator, computer, pen & etc.</div> | | | | | | | | | | | | | | | | | | | |
| 18. CONTACT <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;">[]</td> <td style="text-align: center;">[x]</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;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table> | | Occasional | Frequent | General Public | [] | [x] | Other Agencies | [x] | [] | Supervisors | [] | [x] | Management | [] | [] | Others (Specify) | [] | [] | 19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | |
| General Public | [] | [x] | | | | | | | | | | | | | | | | | |
| Other Agencies | [x] | [] | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [x] | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | [] | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>October 25, 2006</u> Date </div> <div style="text-align: center;"> <u>MA. NENA Q. RAMOS</u> Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; margin-top: 10px;">To conduct research, extension and instruction.</div> | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <div style="text-align: center; margin-top: 10px;">To conduct research, extension and instruction.</div> | | | | | | | | | | | | | | | | | | | |
| 23.a. 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: <u>BS Statistics</u> Experience: <u>none</u> | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; margin-top: 10px;">n/s</div> | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>October 25, 2006</u> Date </div> <div style="text-align: center;"> <u>REMBERTO A. PATINDOL</u> Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 100px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;"> <u>PACIENCIA P. MILAN</u> Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | |