

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

1. NAME OF EMPLOYEE

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

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

2. BUREAU OR OFFICE
SUC

3. DEPT./BRANCH/DIVISION

Ag. Engineering & Applied Mathematics

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO. 96-5

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

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

₱50,880.00

ACA/PERA

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

80%

Teaches statistics courses and mathematics courses.

20%

Do other duties assigned by the department head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		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) None																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, visual aids, pen, etc.																															
18. CONTACT		19. WORKING CONDITION																													
<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>X</td><td></td></tr><tr><td>Other Agencies</td><td>X</td><td></td></tr><tr><td>Supervisors</td><td></td><td>X</td></tr><tr><td>Management</td><td>X</td><td></td></tr><tr><td>Others (Specify)</td><td></td><td></td></tr></tbody></table>			Occasional	Frequent	General Public	X		Other Agencies	X		Supervisors		X	Management	X		Others (Specify)			<table border="1"><tbody><tr><td>Normal Working Condition</td><td>X</td></tr><tr><td>Field Work</td><td></td></tr><tr><td>Field Trips</td><td></td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Others (Specify)</td><td></td></tr></tbody></table>		Normal Working Condition	X	Field Work		Field Trips		Exposed to Varied Weather		Others (Specify)	
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20. I CERTIFY that the above answers are accurate and complete.																															
Nov. 9, 1994 Date		MA. NENA Q. RAMOS Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.																															
22. Describe briefly the general function of the position. To provide instruction in mathematics & statistics subjects.																															
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: BS degree with specific area of specialization plus other requirements per QS of the College. 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. Nov. 8, 1994 Date																															
25. APPROVED:		ROQUE C. DE PEDRO - Dpt. Head Signature and Title of Immediate Supervisor																													
Date		SAMUEL S. GO - President Head of Agency																													