

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

PAMOS, Ma. Nena Q.

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU (YSU)

4. DEPT./BRANCH/DIVISION

Dept. of Mathematics, Physics and Statistics

5. WORK STATION/PLACE OF WORK

LSU (YSU)

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO. VISCAD-KP-15-2004

7a. SALARY P.A.: ₱ 193,116.00

7b. OTHER COMPENSATION: PERAACA

2,000.00/mo.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Prof. I

9. WORKING PROPOSED TITLE

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:

DUTIES

80% Teaches statistics and mathematics subjects

10% college statistician

10% No other duties as assigned by the dept. head/supervisor

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Department Head</i>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>College Dean</i>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <i>none</i>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>books, calculator, computer, pen and etc.</i>			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Normal Working Condition
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>
20. I CERTIFY that the above answers are accurate and complete. October 13, 2008 Date M. NENA Q. RAMOS Signature of Employee			
21. Describe briefly the general function of the Unit or Section. To conduct research, extension and instruction			
22. Describe briefly the general function of the position. To conduct research, extension and instruction!			
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: B.S. in Statistics Experience: n/a			
23.b Licenses or certificates required to do this work, if any. n/a			
24. I HEREBY CERTIFY that the above answers are accurate and complete. October 13, 2008 Date REMBERTO A. PATINDOL Signature and Title of Immediate Supervisor JOSE L. MACUSANG Head of Agency			
25. APPROVED Date			