

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Agricultural Economics & Agribusiness

6a. PRES. APPROP.

ACT/BP Blg. 640

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

1. NAME OF EMPLOYEE

RAMONEDA

BRENDA

M.

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P18,636.00

7b. OTHER COMPENSATION

COLA

9. WORKING OR PROPOSED TITLE

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

8 85 % - Teaches General Economics, Agrarian Reform and
Taxation, and Farm Management Courses.

5 % - Works with the staff in the department in performing
extension activities.

5 % - Prepares research proposals.

5 % - Performs other responsibilities that may be assigned
by the Department Head.

100 %

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

18. CONTACTS

	Occasional	Frequent
General Public	:	:
Other Agencies	:	:
Supervisors	:	:
Management	:	:
Others (Specify)	:	:

19. WORKING CONDITION

	X
Normal Working Condition	:
Field Work	:
Field Trips	:
Exposed to varied Weather	:
Others (Specify)	:

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

July 15, 1986
Date

BRENDI
Signature of Employee

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

To provide instruction, research and extension services
& Agrarian Reform, and Farm Management;

22. Describe briefly the general function of the position.

Gen. Economics, Taxation

To teach

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 with specific area of specialization
plus other requirements per QS of the College.
Experience:

23b. Licenses or certificates required to do this work, if any.

None

24. I hereby certify that the above answers are accurate and complete.

CAMILLO D. VILLANUEVA - Dept. Head

7-15-86

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. P. Villanueva
Head of Agency