

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)

6. DEPARTMENT, CORPORATION OF GENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Department of Economics

4. DEPT/BRANCH/DIVISION

College of Agriculture

5. WORK STATION/PLACE OF WORK

Visca, Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/

ACT/

BOARD RES/

BOARD RES

ORD. NO.

ORD NO.

ITEM NO.

ITEM NO. VLSCAP-AP1-29-2004

7a. SALARY P.A. : 7b. OTHR COMPENSTION

AUTHORIZED:

\$175,460

ACTUAL

8. OFFICIAL DESIGNATION OF POSITION

Assistant Prof. I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(Leave blank)

11. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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:

65%

Teaches Agricultural Economics courses;

15%

Prepares and conducts research and extension activities;

10%

Advises undergraduate students; and

10%

Other duties and responsibilities that may be assigned by the head.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head : Dean of College/Vice President for Academic Affairs

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Calculator, computer, overhead/slide projector, etc.

18. CONTACT

	Occasional	Frequent
General Public		<u>X</u>
Other Agencies		
Supervisors		
Management		
Others (specify) students		

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	
Field Trips	
Exposed to varied whether	
Others (specify) classroom	

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

8/28/87

Date

BRENDA M. RAMONEDA

Signature of Employee

21. Describe briefly the general function of the unit or section.

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Instruction, research and extension.

23a. Indicate the required qualification 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 relevant to the job.

Experience : 1 yr. of relevant experience; 4 hrs. of relevant training.

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

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

MA. SALOME B. BULAYOG

Department Head

Date

Signature and Title of Immediate Supervisor

32. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency