

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

1. NAME OF EMPLOYEE

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

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

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

DAEAM, VISCA

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP.
ACT/ RA 7180
BOARD RES/
ORD. NO.
ITEM NO. LS

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

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

P42,480.00

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

70%

1. Teaches statistics courses and mathematics.

20%

2. Served as college statistician.

10%

3. Do other duties assigned by supervisor or department head
in research and extension activities.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align:center">Department Head</div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align:center">Director of Instruction</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">None</div>																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align:center">Audio-visual aids, computer, pen, etc.</div>																															
18. CONTACT		19. WORKING CONDITION																													
<table border="1" style="width:100%"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align:center"><input checked="" type="checkbox"/></td><td></td></tr><tr><td>Other Agencies</td><td style="text-align:center"><input checked="" type="checkbox"/></td><td></td></tr><tr><td>Supervisors</td><td></td><td style="text-align:center"><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td></td><td style="text-align:center"><input checked="" type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td></td><td></td></tr></tbody></table>			Occasional	Frequent	General Public	<input checked="" type="checkbox"/>		Other Agencies	<input checked="" type="checkbox"/>		Supervisors		<input checked="" type="checkbox"/>	Management		<input checked="" type="checkbox"/>	Others (Specify)			<table border="1" style="width:100%"><tbody><tr><td>Normal Working Condition</td><td style="text-align:center"><input checked="" type="checkbox"/></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	<input checked="" type="checkbox"/>	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.																															
<div style="text-align:center">5-25-93 Date</div>		<div style="text-align:center">Ma. Nena Q. Ramos Signature of Employee</div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align:center">To provide instruction, research & extension services.</div>																															
22. Describe briefly the general function of the position. <div style="text-align:center">To teach statistics courses.</div>																															
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 w/ specific area of specialization plus other requirements per QS of the College Experience:																															
23b. Licenses or certificates required to do this work, if any. <div style="text-align:center">None</div>																															
24. I HEREBY CERTIFY that the above answers are accurate and complete.																															
<div style="text-align:center">Date</div>		<div style="text-align:center">GREGORIO J. GALINATO JR. - Dept. Head Signature and Title of Immediate Supervisor</div>																													
25. APPROVED:																															
<div style="text-align:center">Date</div>		<div style="text-align:center">M. R. VILLANUEVA Head of Agency</div>																													

Renewal 6-19-93