

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

NAME OF EMPLOYEE
RAMOS MA. NENA QUINLOG
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

3. BUREAU OR OFFICE

Visayas State College of Agriculture

4. DEPT./BRANCH/DIVISION

WORK STATION/PLACE OF WORK

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

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

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

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 attached additional sheets.

Percent of Working Time

DUTIES

70%	Teaches mathematics and statistics subjects.
20%	As college statistician on research and student thesis.
10%	Other duties assigned by the supervisor/dept. head.

Signature and Title of Immediate Supervisor

Date

APPROVAL

Signature and Title of Immediate Supervisor

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor

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.

calculator, pen, computer & etc.

18. CONTRACT

	Occasional	Frequent
General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

Oct. 16, 2000

Date

MA. NENA Q. RAMOS

Signature of Employee

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

To conduct instruction, research and extension

22. Describe briefly the general function of the position.

To conduct instruction, research and extension

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: Bachelor's degree in the area of specialization.

Experience: None required.

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

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Oct 16, 2000

Date

GREGORIO J. CALINATO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIFICIA P. MILAN

Head of Agency

Date