

**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 AGENCY/  
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. ~~18~~ VISCAB-AP1-12-2004**7a. SALARY P.A. : 7b. OTHR COMPENSTION**

AUTHORIZED:

P 234,168.00

ACTUAL

P 24,000.00

**8. OFFICIAL DESIGNATION OF POSITION**

Assistant Professor II

**9. WORKING PROPOSED TITLE****10. WAPCO CLASSIFICATION OF THIS POSITION****11. OCCUPATION GROUP TITLE**

(Leave blank)

**12. 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.

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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>                    </u>	<u>  X  </u>
Other Agencies	<u>                    </u>	<u>                    </u>
Supervisors	<u>                    </u>	<u>                    </u>
Management	<u>                    </u>	<u>                    </u>
Others (specify) students	<u>                    </u>	<u>                    </u>

19. WORKING CONDITION

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

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

October 13, 2009

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 : Relevant masteral degree.

Experience : 2 yr. of relevant experience; 6 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.

October 13, 2009

Date

PEDRO T. ARMEVIA  
Department Head

Signature and Title of Immediate Supervisor

32. APPROVED:

JOSE L. BACUSMO  
President

Date