

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

1. NAME OF EMPLOYEE

RAMOS

MA. NENA

QUINLOG

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

STATE UNIVERSITY & COLLEGES/ DMPS

4. DEPT./BRANCH/DIVISION

Dept. of Mathematics, Physics and Statistics

5. WORK STATION/PLACE OF WORK

DMPS, LSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-INST2-1-2002

7a. SALARY P.A.: ₱ 11,837.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

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

attach additional sheets.

Percent of

Working Time :

DUTIES

80% Teaches statistics and mathematics subjects.

10% College Statistician.

10% Do other duties as assigned by the dept. head/supervisor

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
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, computer, pen & etc.			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[]	[x]	Normal Working Condition
Other Agencies	[x]	[]	Field work
Supervisors	[]	[x]	Field Trips
Management	[]	[]	Exposed to Varied Weather
Others (Specify)	[]	[]	Other's (Specify)
20. I CERTIFY that the above answers are accurate and complete. October 18, 2005 Date		MA. NENA Q. RAMOS Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To conduct research, extension and instruction.			
22. Describe briefly the general function of the position. To conduct research, extension and instruction.			
23.a. 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: B.S. Statistics Experience: n/a			
23b. Licenses or certificates required to do this work, if any. n/a			
24. I HEREBY CERTIFY that the above answers are accurate and complete. October 18, 2005 Date		REMBERTO A. PATINDOL Signature and Title of Immediate Supervisor	
25. APPROVED Date		PACIENCIA P. MILAN Head of Agency	