

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

Agricultural Economics & Agribusiness

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

ACT/87

ACT/879

BOARD RES/

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO. Lump Sum:

ITEM NO. Lump Sum

8. OFFICIAL DESIGNATION OF POSITION

:1. NAME OF EMPLOYEE

:

RAMONEDA

BRENDA

M.

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

:3. BUREAU OR OFFICE

:

:5. WORK STATION/PLACE OF WORK

:

Baybay, Leyte

:7a. SALARY P.A.

:7b. OTHER COMPEN-

: AUTHORIZED

: SATION

: ACTUAL

₱28,752.00

: COLA

:

: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: DUTIES ---

Working :

Time :

85%

: Teaches Gen. Economics, Agrarian Reform and Taxation
: and Farm Management courses;

5%

: Works with the staff in the dept. in performing extension activities;

5%

: Prepares research proposals;

5%

: Performs other responsibilities that may be assigned by the Dept. Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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

17. ^{None} MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

~~audio visual aids, technical references, etc.~~

18. CONTACT

Occasional

Frequent

:19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (Specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify) _____

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

July 1, 1988
Date

Date _____

BRENDA M. RAMONEDA

Signature of Employee

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

~~To provide instruction, research and extension services.~~

22. Describe briefly the general function of the position.

To teach Gen. Economics; Taxation and Agrarian Reform; to conduct research

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:

Experience:

BS degree with specific area of specialization
plus other requirements per QS of the College

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

None

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

Date _____

JOSE M. ALKUINO, Ph.D.-OIC, DAEA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date _____

VICENTE A. QUITON
VP for Academic Affairs
Head of Agency