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| <b>REPUBLIC OF THE PHILIPPINES</b><br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                               | 1. NAME OF EMPLOYEE<br><b>RAMOS MA. NENA QUINLOG</b><br><small>(Family Name) (Given Name) (Middle Name)</small> |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT<br><b>LEYTE STATE UNIVERSITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                               | 3. BUREAU OR OFFICE<br><b>LSU</b>                                                                               |  |
| 4. DEPT./BRANCH/DIVISION <b>Dmps</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                               | 5. WORK STATION/PLACE OF WORK<br><b>Visca Baybay, Leyte</b>                                                     |  |
| 6a. PRES. APPRO.<br>ACT/<br>BOARD RES/<br>ORD. NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 6b. PREV. APPRO.<br>ACT/<br>BOARD RES/<br>ITEM NO. <b>VISCAB-INST1-2-2002</b> | 7a. SALARY P.A.: <b>P 142,044-</b><br>7b. OTHER COMPENSATION: PERA/ACA                                          |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><b>Instructor 11</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                               | 9. WORKING PROPOSED TITLE                                                                                       |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                               | 11. OCCUPATION GROUP TITLE<br><small>(leave blank)</small>                                                      |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]<br><div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>                                                                                                                                                                                |                                                                               |                                                                                                                 |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                               |                                                                                                                 |  |
| Percent of Working Time:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                               | DUTIES                                                                                                          |  |
| <div style="margin-bottom: 10px;">             80% - Teaches mathematics and statistics subjects.           </div> <div style="margin-bottom: 10px;">             10% - Acts as university/college statistician on different researches/student thesis.           </div> <div style="margin-bottom: 10px;">             10% - Do other duties as assigned by the supervisor/dept. head.           </div> <div style="border-top: 1px solid black; width: 50px; display: inline-block;">             100%           </div> |                                                                               |                                                                                                                 |  |



14. POSITION TITLE OF IMMEDIATE SUPERVISOR,  
HUMAN RESOURCE MANAGEMENT OFFICER IV  
*Assoc. Professor*  
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) *n/a*

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
*calculator, computer, pen, etc.*

18. CONTACT

Occasional Frequent

General Public / *Students* ☐

☒

Other Agencies ☒

☐

Supervisors ☐

☒

Management ☒

☐

Others (Specify) ☐

☐

19. WORKING CONDITION

Normal Working Condition ☒

Field work ☐

Field Trips ☐

Exposed to Varied Weather ☐

Other's (Specify) ☐

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

*Oct. 10, 2003*

Date

*Nyamen*  
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: **BS degree in the area of specialization.**

Experience:

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

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

*10/10/2003*

Date

*Remberto A. Patindol*  
REMBERTO A. PATINDOL

Signature and Title of Immediate  
Supervisor

25. APPROVED

Date

*Paciencia P. Milan*  
PACIENCIA P. MILAN

Head of Agency