

**REPUBLIC OF THE PHILIPPINES**

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

## 1. NAME OF EMPLOYEE

**RAMONEDA**

(Family name)

**BRENDA**

(Given Name)

**MASCARIÑAS**

(Middle Name)

5. DEPARTMENT, CORPORATION OF AGENCY/  
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Department of Economics

4. DEPT/BRANCH/DIVISION

College of Management &amp; Economics

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. **LS****xx VISAB-AP4-14-2014**

7a. SALARY P.A. : 7b. OTHR COMPENSTION

AUTHORIZED:

**P 376,212.00****P 24,000.00**

ACTUAL :

:

8. OFFICIAL DESIGNATION OF POSITION

**Assistant Professor IV**

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:

85%

1. Teaches assigned subject and performs other teaching related functions, among others the following:

a) Prepared teaching materials/guides and submit to department head.

b) Conducts examination (mid/final/long hours/quizzes).

c) Checks test papers and return 1 week after exam.

d) Submits grade sheet and turn over class records to department head two weeks after final examination.

5%

2. Member in different committees.

5%

3. Participate in the co-curricular activities.

5%

4. Perform other functions assigned by the Department 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 Instruction

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

19. WORKING CONDITION

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

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

December 17, 2014  
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 : ~~MS~~ degree relevant to the job.

Experience : ~~2yrs~~ of relevant experience; ~~8~~ hrs. of relevant training.

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

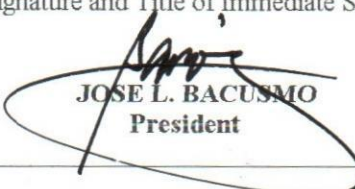
31. I hereby certify that the above answers are accurate and complete.

  
**MA. SALOME B. BULAYOG**  
Department Head

Signature and Title of Immediate Supervisor

DECEMBER 17, 2014  
Date

32. APPROVED:

  
**JOSE L. BACUSMO**  
President

Date