

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RAMOS MA. NENA Q. (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY
4. DEPT./BRANCH/DIVISION DMPS, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:
8. OFFICIAL DESIGNATION OF POSITION Asst. Professor		9. WORKING PROPOSED TITLE Asst. Professor
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.		
Percent of Working Time	DUTIES	
80% 20%	Teaches mathematics courses Does related works.	

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)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Books, chalk, eraser, handouts, calculator, computer etc.

18. CONTRACT

Occasional

Frequent

General Public

☐

☒

Other Agencies

☒

☐

Supervisors

☐

☒

Management

☒

☐

Other (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition

☒

Field Work

☐

Field Trips

☐

Exposed to Varied Weather

☐

Others (Specify)

☐

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

1/18/09

Date

MA. NENA O. RAMOS

Signature of Employee

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

To conduct research, instruction and extension.

22. Describe briefly the general function of the position.

To conduct research, instruction 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 position)

Education: B.S. degree relevant to the job.

Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.

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

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

1/18/09

Date

RENEE L. A. PATINDOL

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSME

Head of Agency