

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

Ramos Ma. Nena Quinlog
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

State Universities and Colleges

3. DEPT./BRANCH/DIVISION

5. WORK STATION//PLACE OF WORK

Dept. of Ag. Engineering & Applied Mathematics

6a. PRES. APPROP.
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

9. WORKING PROPOSED TITLE

Instructor

Instructor

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

D U T I E S

70%

Teaches mathematics and statistics subjects.

20%

Acts as college statistician to the college senior students.

10%

Do other duties assigned by the supervisor.

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

Dept. Head

Director of 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.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
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.

Oct. 4, 1995

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

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:

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

not required

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

10/5/95

Date

JIMMY R. ROSILLO

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Head of Agency