

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MAZO ANALYN MENDOZA (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 Dept. of Biological Sciences/CAS		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.		7a. SALARY P.A.: P 406,308.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. ViSCAB-APRO1-11-2014		7b. OTHER COMPENSATION: PERA/ACA P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor I		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 [] <div>1st 2nd 3rd 4th 5th 6th [] [] [] [] [] []</div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
80 %	- Teaches undergraduate and graduate courses in biology and related fields.		
15 %	- Conducts research & extension activities in biology and related fields.		
5 %	- Performs other duties assigned by immediate supervisor from time to time.		
100 %			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Dean

15. POSITION OF NEXT HIGHER SUPERVISOR

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)

None

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

microscope, computer, etc.

18. CONTACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[X]	[]
Supervisors	[]	[X]
Management	[]	[X]
Others (Specify)	[]	[X] students

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Other's (Specify)	[]

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

Dec. 11, 2014

Date

ANALYN M. MAZO

Signature of Employee

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

To deliver instruction and conduct research & extension activities in biology and related fields.

22. Describe briefly the general function of the position.

To deliver instruction, conduct research & extension activities.

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: M.S. degree holder

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

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

REMBERTO A. PATINDOL

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency