

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

1. NAME OF EMPLOYEE

CESAR SENONA ARAZO
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Dept. of Plant Protection

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

VisCA, Baybay, Leyte

6a. PRES. APPRO.

6b. PREV. APPRO

7a. SALARY P.A.:

☒ ACT/
☒ BOARD RES/
☒ ORD. NO.
ITEM NO.

☒ ACT/
☒ BOARD RES/
☒ ORD. NO.
ITEM NO.

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7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

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 []

1st	2nd	3rd	4th	5th	6th
[]	[]	[]	[]	[]	[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.

Percent of
Working Time :

DUTIES

- | | | |
|-----|---|--|
| 90% | : | To teach courses in Biology lectures, Zoology and Biology laboratories. |
| 5% | : | To conduct relevant researches. |
| 2% | : | To conduct ecological survey as extension work. |
| 2% | : | To give lectures about the general courses, facilities and opportunities in the dept. to students visiting the department's Biological Museum. |
| 1% | : | To act as member of the different committees of the dept. |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

Overhead Projector, Transparencies, Dissecting Equipments, Models (e.g. cell, frog, Diving equipment)

18. CONTRACT

Occasional Frequent

General Public	[]	[x]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[x]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[x]
Field Trips	[x]
Exposed to Varied Weather	[x]
Others (Specify)	[]

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

Dec. 21, 1999

Date

Signature of Employee

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

22. Describe briefly the general function of the position.

Teaches general courses and conducts relevant researches.

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).

Inst. 1

Education: Bachelor's degree in the area of specialization

Experience: None required

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

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

Dec. 21, 1999

Date

BIMBO T. MANDRAS, Ph.D. - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN, Ph.D. - President

Head of Agency