

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BELONIAS BEATRIZ SATENTES <small>(Family Name) (Given Name) (Middle Name)</small>					
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Leyte State University					
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Dept. of Biological Sciences					
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-AP4-7-1998	7a. SALARY P.A.: P 190, 000 7b. OTHER COMPENSATION: PERA/ACA P 1, 000					
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor and Dept. Head		9. WORKING PROPOSED TITLE Asst. Professor IV					
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>					
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>							
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.							
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Percent of Working Time :</th> <th style="width: 85%;">DUTIES</th> </tr> <tr> <td style="text-align: center; vertical-align: top;"> 65% 15% 20% <u>100%</u> </td> <td style="vertical-align: top;"> Acts as head of the Department of Biological Sciences Teaches undergraduate & graduate courses Performs research, Extension & production functions </td> </tr> </table>				Percent of Working Time :	DUTIES	65% 15% 20% <u>100%</u>	Acts as head of the Department of Biological Sciences Teaches undergraduate & graduate courses Performs research, Extension & production functions
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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Dean</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Vice Pres. for Academic Affairs</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) (see attached sheet)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">computer, microscope, overhead projector, etc.</p>																													
<p>18. CONTACT</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<p>19. WORKING CONDITION</p> <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>Aug. 18, 2005</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p>To perform instruction, research, extension & production functions in biol. & related fields.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p>To perform administrative, instruction, research, extension & production functions in the university.</p>																													
<p>23.a. 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).</p> <p>Education: <u>Relevant masteral degree</u></p> <p>Experience: <u>2 yrs. of relevant experience; 8 hours of relevant training.</u></p>																													
<p>23b. Licenses or certificates required to do this work, if any. None</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>Aug. 18, 2005</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p>ERLINDA O. LANDERITO Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p>PACIENCIA P. MILAN Head of Agency</p> </div> </div>																													