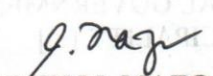
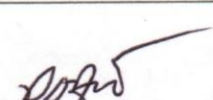
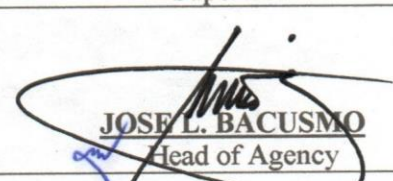


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MAZO ANALYN MENDOZA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences/CAS		5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION ASSISTANT PROFESSOR I		9. WORKING PROPOSED TITLE ASSISTANT PROFESOR IV	
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><div>1st</div><div>2nd</div><div>3rd</div><div>4th</div><div>5th</div><div>6th</div></div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
<div><div>Percent of Working Time:</div><div><div>85 %</div><div>5 %</div><div>5 %</div><div>5 %</div><div>100 %</div></div><div><div>DUTIES</div><div>1. Teaches assigned subject and performs other teaching related functions, among others the following:<div><div>a. Prepared teaching materials/ guides and submit to department head.</div><div>b. Conducts examination (mid/ final / long hours / quizzes).</div><div>c. Checks test papers and return 1 week after exam.</div><div>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</div></div></div><div>2. Member in different committees.</div><div>3. Participate in the co-curricular activities.</div><div>4. Perform other function assigned by the Department Head.</div></div></div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION OF NEXT HIGHER SUPERVISOR Dean																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <p style="text-align: center;">None</p>																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. LCD Projector, microscope, computer/laptop, etc.																															
18. CONTACT		19. WORKING CONDITION																													
	<table><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/> students</td></tr></tbody></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 checked="" type="checkbox"/> students	<table><tbody><tr><td>Normal Working Condition</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td></tr><tr><td>Field Trips</td><td><input type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td><input type="checkbox"/></td></tr><tr><td>Other's (Specify)</td><td><input type="checkbox"/></td></tr></tbody></table>		Normal Working Condition	<input checked="" type="checkbox"/>	Field Work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div><u>6/25/2012</u> Date</div><div> ANALYN M. MAZO Signature of Employee</div></div>																															
21. Describe briefly the general function of the Unit or Section. To deliver instruction, 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: B.S. degree holder Experience: None																															
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">None</p>																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div><u>6/26/12</u> Date</div><div> ROSALINA D. POLIQUIT Signature and Title of Immediate Supervisor</div></div>																															
25. APPROVED <div style="display: flex; justify-content: space-between;"><div><u> </u> Date</div><div> JOSE L. BACUSMO Head of Agency</div></div>																															