DEDURAGON				
	PHILIPPINES			THE VOLLISO
BC-CSC Form		MAZO	ANALYN	MENDOZA
(Position Descrip	otion Form)	(Family Name)	(Given Name)	(Middle Name)
DEPARTMENT, CORPORAT LOCAL GOVERNMENT		3. BUREAU OR OF	FICE (20 hip hum or	m mercapar at you
VISAYAS STATE U	INIVERSITY	Vis	ayas State Univer	sity
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences/CAS		5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte		
. PRES. APPRO.	6b. PREV. APPRO.	7a. SALARY P.A.:	a, Daybay City, L	reyte
ACT/ BOARD RES/ ORD NO.	ACT/ BOARD RES/ ITEM NO.	7b. OTHER COMP	ENSATION: PER	RA/ACA
8. OFFICIAL DESIGNATION OF POSITION ASSISTANT PROFESSOR I		9. WORKING PROI		OP IV
10. WAPCO CLASSIFICATION OF THIS POSITION 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT POSITION POSITIO		11. OCCUPATION (leave blank)	11. OCCUPATION GROUP TITLE (leave blank)	
. STATEMENT OF DUTIES A	[] [] ND RESPONSIBILITIES	4 th 5 th	d please	
STATEMENT OF DUTIES At attach additional sheets.	ND RESPONSIBILITIES	If more space is neede		1901
STATEMENT OF DUTIES At attach additional sheets.	1. Teaches assigne	DUTIES d subject and performs of	tion, conduct res	o deliver instruc Secribe briefly th
STATEMENT OF DUTIES AT attach additional sheets. reent of : orking Time:	1. Teaches assigne among others the a. Prepared teacher b. Conducts exc. Checks test d. Submits gra	DUTIES d subject and performs of the following: aching materials/ guides the following and final / papers and return 1 week de sheet and turn over comments.	other teaching rela and submit to dep long hours / quizz k after exam. lass records to dep	ted functions, partment head. es).
STATEMENT OF DUTIES At attach additional sheets. recent of orking Time:	1. Teaches assigne among others the a. Prepared teacher b. Conducts exc. Checks test d. Submits graweeks after 2. Member in differ	DUTIES d subject and performs of the following: aching materials/ guides to the gapers and return 1 week de sheet and turn over confinal examination.	other teaching rela and submit to dep long hours / quizz k after exam	ted functions, partment head. es).
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION OF NEXT HIGHER SUPERVISOR	
ANORDATIVE VILLA AA OSAM	Dean	
Department Head 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU D Only by their item nos. and titles) None		
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly	in performance of work.	
	MODEL/MORENEY 28	
LCD Projector, microscope, computer/laptop, etc.	Property and the second second second	
18. CONTACT	19. WORKING CONDITION .	
Occasional Frequent	Normal Working Condition [X]	
General Public [X]	Field Work []	
Other Agencies [X] []	Field Trips []	
Supervisors [] [X]	Exposed to Varied Weather []	
Management [] [X]	Other's (Specify) []	
Others (Specify) [] [X] students	13048113381177.183866	
THE STATE OF THE S	NONTRACT SHIP NO KOLLY SHIPSON TO GO	
20. I CERTIFY that the above answers are accurate and comp	ilete.	
AN A	ACO YOUNG HOUSE HOUSE OF THE CR. CO.	
PROVINCE Fig.	g. o de fr	
6/25/2012	ANALYN M. MAZO	
Date	Signature of Employee	
To deliver instruction, conduct research & extension a	ctivities in biology and related fields.	
22. Describe briefly the general function of the position.	as a segment of the s	
To deliver instruction, conduct research & extension a	ctivities.	
	ther than the qualifications of the present ther than teaching).	
Experience. None	Participate in the co-	
23b. Licenses or certificates required to do this work, if any. None		
24. I HEREBY CERTIFY that the above answers are accurat	e and complete.	
	1.0	
1 1	Dogo	
6/26/12	ROSALINA Ø. POLIQUIT	
Date	Signature and Title of Immediate	
	Supervisor	
25. APPROVED	Control of the Contro	
	MAUS	
	JØSE L. BACUSMO	
Date	Head of Agency	