

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 LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Dept of Biological Sciences	
4. DEPT./BRANCH/DIVISION Biological Sciences		5. WORK STATION/PLACE OF WORK Leyte State University	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VisCAB-AP1-3-2002	7a. SALARY P.A.: P 179,328.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Prof. III		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 attach additional sheets.			
Percent of Working Time : DUTIES			
<p>80% Teaches - basic courses (Biology, Zoology) - major course (Marine Ecosystem) - team teaches (Biological diversity)</p> <p>10% conducts relevant researches on marine sciences</p> <p>5% Does extension works especially on bringing the results of research to clientele</p> <p>5% Handles administrative work for the Aquatic Ecosystem Division as affiliate staff of the Institute of Tropical Ecology</p>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

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.

computer, LCD, overhead projector, dive gear, microscope

18. CONTACT

Occasional

Frequent

General Public

☒

☐

Other Agencies

☐

☒

Supervisors

☐

☒

Management

☒

☐

Others (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition

Field work

Field Trips

Exposed to Varied Weather

Other's (Specify)

☒

☒

☒

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

Dec 6 2005

Date

SENDA A. CESAR

Signature of Employee

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

Instruction, Research and Extension for Biological Sciences

22. Describe briefly the general function of the position.

Instruction for Biological Sciences and research on marine sciences

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).

Education: Relevant masteral degree

Experience: 2 years of relevant experience; 8 hours of relevant training.

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

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

Dec 6 2005

Date

BEATRIZ S DELONIAS

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency