

**REPUBLIC OF THE PHILIPPINES**

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

**LEYTE STATE UNIVERSITY**

4. DEPT./BRANCH/DIVISION

**INSTITUTE OF TROPICAL ECOLOGY**

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

**DATA ENTRY MACHINE OPERATOR I**

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

**OMEGA RANDY GORGONIO**

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

**BAYBAY, LEYTE**

7a. SALARY P.A.: **P93,552.00**

7b. OTHER COMPENSATION: **PERA/ACA**  
**P12,000.00**

9. WORKING PROPOSED TITLE

**ENVIRONMENTAL EDUCATOR**

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**

**30% Conducts environmental education and awareness**

**15% Acts as extension coordinator and communicator**

**15% Prepares and reproduces training and other IEC materials**

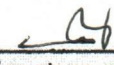


**15% Facilitates in the conduct of trainings and seminars/workshops**

**15% Encodes/reproduces communication and reports**

**10% Maintains/oversees institute-based library**

**100%**



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <b>DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY</b>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <b>PRESIDENT, LEYTE STATE UNIVERSITY</b>																		
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;">N/A</p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>Desktop Computers, Flatbed Scanner, LaserJet/PhotoSmart/DeskJet Printers, Overhead Projector, Projector Screen, LCD, Camera, Video and CD/DVD Player, Television, Pens, Calculator</b>																			
18. CONTACT  <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" 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"/>	19. WORKING CONDITION 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"/>
	Occasional	Frequent																	
General Public	<input type="checkbox"/>	<input checked="" 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"/>																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 9, 2004</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <b>Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.</b>																			
22. Describe briefly the general function of the position.  <b>To conduct environmental education and awareness.</b>																			
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: <b>Development communication graduate or any related fields.</b>  Experience: <b>Must have sufficient training and exposure in environmental education.</b>																			
23b. Licenses or certificates required to do this work, if any. <b>Certified environmental facilitator and educator</b>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">   <b>MARIA JULIET C. CENIZA</b>  <b>Director, Institute of Tropical Ecology</b>            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">   <b>PACIENCIA P. MILAN</b>  <b>Head of Agency</b> </div> </div>																			