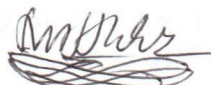

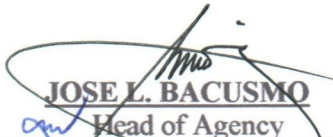


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between;"> <span><b>FLANDEZ</b> (Family Name)</span> <span><b>ART RUSSEL</b> (Given Name)</span> <span><b>REOMA</b> (Middle Name)</span> </div>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>3. BUREAU OR OFFICE</b> College of Arts and Sciences	
<b>4. DEPT./BRANCH/DIVISION</b> Dept. of Biological Sciences		<b>5. WORK STATION/PLACE OF WORK</b> Visca, Baybay, Leyte	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD NO.	<b>6b. PREV. APPRO.</b> ACT/ BOARD RES/ ITEM NO. <u>LS</u>	<b>7a. SALARY P.A.:</b> ₱ 162, 144.00  <b>7b. OTHER COMPENSATION:</b> PERA/ACA	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> INSTRUCTOR I		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>1<sup>st</sup> <input checked="" type="checkbox"/></span> <span>2<sup>nd</sup> <input type="checkbox"/></span> <span>3<sup>rd</sup> <input type="checkbox"/></span> <span>4<sup>th</sup> <input type="checkbox"/></span> <span>5<sup>th</sup> <input type="checkbox"/></span> <span>6<sup>th</sup> <input type="checkbox"/></span> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attach additional sheets.			
Percent of : Working Time:		<b>DUTIES</b>	
60 %  35 %  5 %  <hr style="width: 50px; margin: 5px 0;"/> 100 %	<ul style="list-style-type: none"> <li>- Teach undergraduate courses in biology and related fields.</li> <li>- Conduct research &amp; extension activities in biology and related fields.</li> <li>- Performs other duties assigned by immediate supervisor from time to time.</li> </ul>		

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <p style="text-align: center;"><b>Department Head</b></p>	<b>15. POSITION OF NEXT HIGHER SUPERVISOR</b>  <p style="text-align: center;"><b>Dean</b></p>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7) list Only by their item nos. and titles)  <p style="text-align: center;"><b>None</b></p>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  <p><b>microscope, computer, etc.</b></p>																													
<b>18. CONTACT</b> <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;">[X]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[X] students</td> </tr> </table>		Occasional	Frequent	General Public	[X]	[ ]	Other Agencies	[X]	[ ]	Supervisors	[ ]	[X]	Management	[ ]	[X]	Others (Specify)	[ ]	[X] students	<b>19. WORKING CONDITION</b> <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </table>	Normal Working Condition	[X]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>May 15, 2009</u> Date         </div> <div style="text-align: center;">   <b>ART RUSSEL R. FLANDEZ</b> Signature of Employee         </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b>  <p><b>To deliver instruction, conduct research &amp; extension activities in biology and related fields.</b></p>																													
<b>22. Describe briefly the general function of the position.</b>  <p><b>To deliver instruction, conduct research &amp; extension activities.</b></p>																													
<b>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).</b>  <p>Education: <u>B.S. degree in the area of specialization.</u></p> <p>Experience: <b>None</b></p>																													
<b>23b. Licenses or certificates required to do this work, if any.</b>  <p style="text-align: center;"><b>None</b></p>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>May 15, 2009</u> Date         </div> <div style="text-align: center;">   <b>BEATRIZ S. BELONIAS</b> Signature and Title of Immediate Supervisor         </div> </div>																													
<b>25. APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 100px; border: 0; border-top: 1px solid black;"/> Date         </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b> Head of Agency         </div> </div>																													