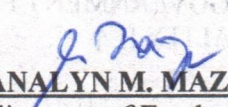
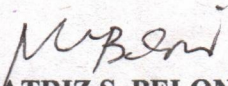
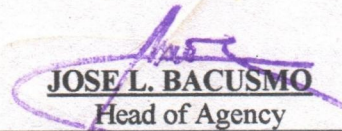


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> <span><b>MAZO</b> (Family Name)</span> <span><b>ANALYN</b> (Given Name)</span> <span><b>MENDOZA</b> (Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>Visayas State University</b>	
4. DEPT./BRANCH/DIVISION <b>Dept. of Biological Sciences/CAS</b>		5. WORK STATION/PLACE OF WORK <b>Visca, Baybay, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. 10073-19-04	7a. SALARY P.A.:  7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>ASSISTANT PROFESSOR I</b>		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 <div style="display: flex; justify-content: space-around;"> MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1<sup>st</sup> [ ]</div> <div>2<sup>nd</sup> [ ]</div> <div>3<sup>rd</sup> [ ]</div> <div>4<sup>th</sup> [ ]</div> <div>5<sup>th</sup> [ ]</div> <div>6<sup>th</sup> [ ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">           Percent of Working Time:         </div> <div style="width: 65%; text-align: center;"> <b>DUTIES</b> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">             80 %               15 %               5 %   <hr style="width: 50px; margin: 10px 0;"/>             100 %           </div> <div style="width: 70%;"> <ul style="list-style-type: none"> <li>- Teaches undergraduate and graduate courses in biology and related fields.</li> <li>- Conducts research &amp; extension activities in biology and related fields.</li> <li>- Performs other duties assigned by immediate supervisor from time to time.</li> </ul> </div> </div> </div>			



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> <div style="text-align: center;"><b>Department Head</b></div>	<b>15. POSITION OF NEXT HIGHER SUPERVISOR</b> <div style="text-align: center;"><b>Dean</b></div>																												
<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) <div style="text-align: center;">None</div>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> <div style="text-align: center;">microscope, computer, etc.</div>																													
<b>18. CONTACT</b> <table style="width: 100%;"> <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;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input 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 checked="" type="checkbox"/> students</td> </tr> </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	<b>19. WORKING CONDITION</b> <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </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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Exposed to Varied Weather	<input type="checkbox"/>																												
Other's (Specify)	<input type="checkbox"/>																												
<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>Oct. 14, 2019</u>  Date </div> <div style="text-align: center;">   <b>ANALYN M. MAZO</b>  Signature of Employee </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> <div style="text-align: center;">To deliver instruction, conduct research &amp; extension activities in biology and related fields.</div>																													
<b>22. Describe briefly the general function of the position.</b> <div style="text-align: center;">To deliver instruction, conduct research &amp; extension activities.</div>																													
<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> <div style="margin-top: 10px;"> Education: <b>M.S. degree holder</b>  Experience: <i>1-yr. of relevant experience, 4 hr. of relevant training.</i> </div>																													
<b>23b. Licenses or certificates required to do this work, if any.</b> <div style="text-align: center;">None</div>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>Oct. 14, 2019</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; margin-top: 20px;"> <div style="text-align: center;"> _____  Date </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>  Head of Agency </div> </div>																													