REPUBLIC OF THE PHILIPPINES	11 NAME OF TH	HE EMPLOYEE	`
BC CSC Form No. 1	MAZO ANALYN MENDOZA		
(Position Description Form)	Family name	Given name	Middle name
2. DEPARTMENT, CORPORATION OR	3. BUREAU OR		Wildale Harrie
AGENCY/LOCAL, GOVERNMENT	O. BOILE, to OI	COLLIGE	
THE LITE OF LE, COVERNING TO			
LEYTE STATE UNIVERSITY	DEPARTMENT	OF BIOLOGICA	L SCIENCES
4. DEPT./BRANCH OR DIVISION	5. WORK STAT	ION/PLACE OF \	WORK
	LEYTE STATE	UNIVERSITY	
	Visca, Baybay,	Leyte	
6.a. PRES.APPRO. 6.b. PREV. APPRO	7a. SALARY P.		
ACT/ RA 8522 ACT/	P 134,004.00		
BOARD RES/ BOARD RES/			
ORD. NO. ITEM NO. LS	7b. OTHER CO	MPENSATION	
	ACA/PERA		
8. OFFICIAL POSITION OR DESIGNATION	9. WORKING P	ROPOSED TITLE	
INSTRUCTOR I			
10. WAPCO CLASSIFICATION OF THIS	11. OCCUPATI	ON GROUP TITL	E (leave blank)
POSITION			
12.FOR LOCAL GOVERNMENT POSITION,	CHECK GOVERI	NMENTAL UNIT	AND UNIT'S CLASS
MUNICIPALITY () CITY(PROVENCE (
1ST 2ND 3RD	4TH 5TH		
() ()	() ()	()	
13.STATEMENT OF DUTIES AND RESPONSI	BILITIES. If more	space is needed,	
please attached additional sheet			
Percent of working time		DUTIES	
	1. Teach lecture	e and laboratory of	classess in the basic
	and major courses offered by the Biological Sciences		
85 (Instruction)	department		
	2. Act as thesis	adviser of BS Bio	ology major students
		mic adviser of BS	
15 (Research and Extension)			on activites in Aquatic
			e of Tropical Ecology
			1 07

14.POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD			15. POSITION OF THE NEXT HIGHER SUPERVISOR Dean- College of Biological Sciences		
		NOS OF THO			
their item nos. and title					
17. MACHINE EQ	UIPMENT, TO	OLS, etc. use	d regularly in performance of work		
	tor, laborator	y wares, SCU	IBA gear, motor boat, water quality analyzers		
18. CONTACT			19. WORKING CONDITION		
	occasional	frequent	Normal working condition (x)		
general public	()	(x)	Field work (x)		
other agencies	()	(x)	Field trips (x)		
supervisors	()	(x)	Exposed to varied weather (x)		
management	(x)	()	others (specify) ()		
others (specify)	()	()			
20. I CERTIFY that	at the above an	swers are acc	curate and complete		
00	tober 11, 2004	4	generdoza. Dags		
	date		Signature of employee		
21. Describe brief	ly the general f	unction of the	unit or section		
Involves	in instruction	n, conducts re	esearches and extends expertise to clientiles		
22. Describe brief					
Perfe	orms instruction	onal duties, c	conducts research and extension activities		
			kind of education considered in filing up a vacancy for		
			than the qualifications of the present incumbent. This iten		
should be filled fo			그들은 사람들은 사람들이 가장 그렇게 되었다. 그는 그는 그는 그는 그들은 그는 그를 보고 있다. 그는 그는 그는 그를 보고 있다는 것이 없는 것이 없는 것이다. 그는 그를 보고 있다면 없는 것이다.		
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Education: Ba	chelor's de	gree in th	e area of specialization.		
	none mequire				
23.b. Licenses or			s work if any		
24 I HEREBY C	FRTIFY that th	e above answ	vers are accurate and complete		
I III HEKEBI O	n . /	o above anov	12/2/		
	Oct. 12/200	Y	BEATRIZ S. BELONIAS - Dept. Head		
	date	1	Signature and Title of Immediate Supervisor		
	uate		Signature and Thie of Infilhediate Supervisor		
25. APPROVED			Mun.		
20. AFFRUVED			DACIENCIA DI MILANI		
-	det-		PACIENCIA P. MILAN		
	date		Head of Agency		