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REPUBLIC OF THE PHILIPPINES BC CSC Form No. 1 (Position Description Form)		1. NAME OF THE EMPLOYEE MAZO ANALYN MENDOZA Family name Given name Middle name	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL, GOVERNMENT		3. BUREAU OR OFFICE	
LEYTE STATE UNIVERSITY		DEPARTMENT OF BIOLOGICAL SCIENCES	
4. DEPT./BRANCH OR DIVISION		5. WORK STATION/PLACE OF WORK LEYTE STATE UNIVERSITY Visca, Baybay, Leyte	
6.a. PRES.APPRO. 6.b. PREV. APPRO ACT/ RA 8522 ACT/ BOARD RES/ BOARD RES/ ORD. NO. ITEM NO. LS		7a. SALARY P.A. P 134,004.00 7b. OTHER COMPENSATION ACA/PERA	
8. OFFICIAL POSITION OR DESIGNATION INSTRUCTOR I		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 () PROVENCE () 1ST 2ND 3RD 4TH 5TH 6TH () () () () () ()			
13.STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheet			
Percent of working time		DUTIES	
85 (Instruction)		1. Teach lecture and laboratory classess in the basic and major courses offered by the Biological Sciences department 2. Act as thesis adviser of BS Biology major students 3. Act as academic adviser of BS Bio students	
15 (Research and Extension)		Do various research and extension activites in Aquatic Ecosystems Division of Institute of Tropical Ecology	

