

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE
CESAR SENONA ARAZO
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY
Visayas State College of Agriculture

3. BUREAU OR OFFICE
Dept. of Plant Protection

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK
Leyte State University

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.
VISCAB-INST1-1-1998

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:
P 134,004.00

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION
Instructor

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 [] PROVINCE []

1st 2nd 3rd 4th 5th 6th
[] [] [] [] [] []

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.

Percent of Working Time	DUTIES
80%	To teach lecture and laboratory classes in Biological sciences
10%	To conduct researches related to field of specialization
5%	To conduct extension program on Coastal Resource Management
2%	To act as affiliate staff to the Institute of Tropical Ecology
1%	To act as academic adviser to BS Biology students
1%	To facilitate visitors to the DPP Museum of Natural History & Marine Laboratory facilities
0.5%	To act as member of the different committees of the department
0.5%	To act as the secretary to the Institute of Tropical Ecology
100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Projector, Dive Gear, Computer, etc.

18. CONTRACT

Occasional Frequent

General Public

[X]

[]

Other Agencies

[X]

[]

Supervisors

[]

[X]

Management

[]

[X]

Other (Specify)

[]

[X]

19. WORKING CONDITION

Normal Working Condition

[X]

Field Work

[X]

Field Trips

[]

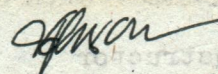
Exposed to Varied Weather

[]

Others (Specify)

[]

20. I CERTIFY that the above answers are accurate and complete.



SENONA A. CESAR

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Instruction, Research & Extension

22. Describe briefly the general function of the position.

Instruction, Research & Extension

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).

Education: Bachelor's degree in the area of specialization.

Experience: None required

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

4 Oct. 2001

Date



BIMBO T. MANDRAS, Ph.D. - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:



PACIENCIA P. MILAN, Ph.D. - President

Head of Agency

Date