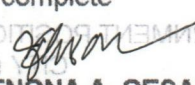
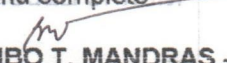
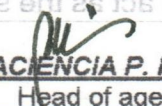


REPUBLIC OF THE PHILIPPINES BC CSC Form No. 1 (Position Description Form)		1. NAME OF THE EMPLOYEE CESAR, SENONA ARAZO Family name Given name Middle name	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Dept. Of Plant Protection	
4. DEPT./ BRANCH OR DIVISION		5. WORK STATION/PLACE OF WORK Leyte State University Baybay, Leyte	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ R/ 8522 ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: P 134,000.00	
8. OFFICIAL DESIGNATION OR POSITION INSTRUCTOR		7b. OTHER COMPENSATION: Honorarium - P 18,000/annum	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE ASSISTANT PROFESSOR I	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY () CITY () PROVINCE ()		11. OCCUPATION GROUP TITLE (leave blank)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES: If more space is needed, please attached additional sheet			
Percent of working time	DUTIES		
80	To teach lecture and laboratory classes in Biological sciences		
15	To conduct researches related to field of specialization		
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 and 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		

PACENCIA P. MILAN
Head of agency

November 27, 2001
Date

14. POSITION OF IMMEDIATE SUPERVISOR President - Leyte State University		15. POSITION OF NEXT HIGHER SUPERVISOR Department Head - Plant Protection	
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. over head projector, microscopes, dissecting instruments, computer, SCUBA diving gear, dive computer and global positioning system.			
18. CONTACT Occasional <input type="checkbox"/> Frequent <input checked="" type="checkbox"/> General public <input type="checkbox"/> <input checked="" type="checkbox"/> Other agencies <input checked="" type="checkbox"/> <input type="checkbox"/> Supervisors <input type="checkbox"/> <input checked="" type="checkbox"/> Management <input checked="" type="checkbox"/> <input type="checkbox"/> Others (Specify) <input type="checkbox"/> <input type="checkbox"/>		19. WORKING CONDITION Normal working condition <input checked="" type="checkbox"/> Field work <input checked="" type="checkbox"/> Field trips <input type="checkbox"/> Exposed to varied weather <input checked="" type="checkbox"/> Others (Specify) <input type="checkbox"/>	
20. I CERTIFY that the above answers are accurate and complete November 27, 2001  Date Signature of employee SENONA A. CESAR			
21. Describe briefly the general function of the unit or section. Deals with instruction for both major and service courses, conducts relevant research and extends expertise to clientiles			
22. Describe briefly the general function of the position Performs instructional duties, conducts research and extension activities		Percent of working time 80	
23.a 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: To act as affiliate staff to the Institute of Tropical Ecology 2 Experience: To act as academic adviser to BS Biology students 1			
23. b. Licensess or certificates required to do this work if any. To facilitate visitors to the DPM Museum of Natural History and 1			
24. I HEREBY CERTIFY that the above answers are accurate and complete November 27, 2001  Date Signature and Title of immediate supervisor BIMBO T. MANDRAS - Dept. Head			
25. APPROVED November 27, 2001  Date Head of agency PACENCIA P. MILAN			