
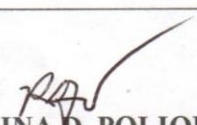
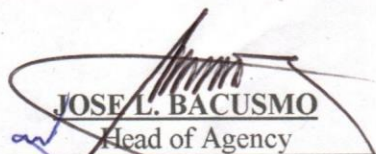


<div>REPUBLIC OF THE PHILIPPINES</div> <div>BC-CSC Form No. 1</div> <div>(Position Description Form)</div>		<div>1. NAME OF EMPLOYEE</div> <div>FLANDEZ ART RUSSEL REOMA</div> <div>(Family Name) (Given Name) (Middle Name)</div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences/CAS		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <i>viscAD-1N-11-5-2005</i>	7a. SALARY P.A.: <i>₱ 279,280.00</i> 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION 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 [] PROVINCE [] <div>1st 2nd 3rd 4th 5th 6th</div> <div>[] [] [] [] [] []</div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
<div>85%</div> <div>5%</div> <div>5%</div> <div>5%</div> <div>100%</div>		<div>1. Teacher assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.</div> <div>2. Member in different committee.</div> <div>3. Participate in the co-curricular activities.</div> <div>4. Perform other functions assigned by the Department. <i>Head</i></div>	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>		15. POSITION OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean</p>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <p style="text-align: center;">None</p>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">microscope, computer/laptop, LCD projector, etc.</p>			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[X]	[]	Normal Working Condition
Other Agencies	[X]	[]	Field Work [X]
Supervisors	[]	[X]	Field Trips []
Management	[]	[X]	Exposed to Varied Weather []
Others (Specify)	[]	[X] students	Other's (Specify) []
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>24 April 2013</u> Date</p> </div> <div style="width: 45%; text-align: right;">  ART RUSSEL R. FLANDEZ Signature of Employee </div> </div>			
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">To deliver instruction, conduct research & extension activities in biology and related fields.</p>			
22. Describe briefly the general function of the position. <p style="text-align: center;">To deliver instruction, conduct research & extension activities.</p>			
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). <p>Education: MS Degree holder</p> <p>Experience: None</p>			
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">None</p>			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>4/25/13</u> Date</p> </div> <div style="width: 45%; text-align: right;">  ROSALINA D. POLIQUIT Signature and Title of Immediate Supervisor </div> </div>			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div>			