
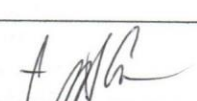
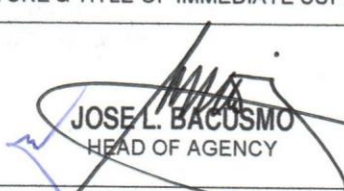


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE ESPINOSA ELIZA DADOLE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION INSTITUTE OF TROPICAL ECOLOGY & ENVI. MGT. (ITEEM)		5. WORK STATION/PLACE OF WORK VISCA, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCA-INT 1-25-2005	7a. SALARY P.A.: ₱ 239,280.00	
		7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000.00	
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 [] 1 ST 2 ND [] []		CITY [✓] 3 RD 4 TH [] []	
		PROVINCE [] 5 TH 6 TH [] []	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
PERCENT OF WORKING TIME		D U T I E S	
70%	INSTRUCTION 1. Teaches 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 hurs/quizzes). c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head tow weeks after final examination. 2. Member in different committees. 3. Participate in the co-curricular activities.		
30%	RESEARCH/EXTENSION AND OTHERS 1. Conducts research and extension project. 2. Submits periodic research/extension reports and terminal reports; 3. Acts as resource persons and presents paper in seminars/trainings/conferences/symposia; 4. Attends seminar/conferences/trainings; 5. Participates in meetings and departmental/college/universities activities; and 6. Attends committee meetings and acts as committee member/chairman; 7. Perform other functions assigned by the Director.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR, ITEEM		15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR DEAN, COLLEGE OF FORESTRY & ENVI. SCIENCE																																
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. Ballpen, Pencil, Desktop/Laptop Computer & Printer, Whiteboard & Pens, LCD Projector, SCUBA Gears, Lab./Field Eqpt.																																		
18. CONTACT		19. WORKING CONDITION																																
<table border="0"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[<input checked="" type="checkbox"/>]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[<input checked="" type="checkbox"/>]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[<input checked="" type="checkbox"/>]</td></tr><tr><td>Management</td><td>[]</td><td>[<input checked="" type="checkbox"/>]</td></tr><tr><td>Others (Specify)</td><td></td><td></td></tr><tr><td>students</td><td>[]</td><td>[<input checked="" type="checkbox"/>]</td></tr></tbody></table>			Occasional	Frequent	General Public	[<input checked="" type="checkbox"/>]	[]	Other Agencies	[<input checked="" type="checkbox"/>]	[]	Supervisors	[]	[<input checked="" type="checkbox"/>]	Management	[]	[<input checked="" type="checkbox"/>]	Others (Specify)			students	[]	[<input checked="" type="checkbox"/>]	<table border="0"><tbody><tr><td>Normal Working Condition</td><td>[<input checked="" type="checkbox"/>]</td></tr><tr><td>Field Work</td><td>[<input checked="" type="checkbox"/>]</td></tr><tr><td>Field Trips</td><td>[<input checked="" type="checkbox"/>]</td></tr><tr><td>Exposed to Varied Weather</td><td>[<input checked="" type="checkbox"/>]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[<input checked="" type="checkbox"/>]	Field Work	[<input checked="" type="checkbox"/>]	Field Trips	[<input checked="" type="checkbox"/>]	Exposed to Varied Weather	[<input checked="" type="checkbox"/>]	Others (Specify)	[]
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Others (Specify)	[]																																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div><u>6/11/14</u> DATE</div><div> ELIZA D. ESPINOSA SIGNATURE OF EMPLOYEE</div></div>																																		
21. Describe briefly the general function of the Unit or Section. The Institute strives for the attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.																																		
22. Describe briefly the general function of the position. To perform the three-fold functions which are instruction, research, extension including production activities.																																		
23. 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: <u>Masteral degree in the area of specialization</u> Experience:																																		
24. Licenses or certificates required to do this work, if any. <u>Specialized License</u>																																		
25. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div> DATE</div><div> HUMBERTO R. MONTES, JR. SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR</div></div>																																		
26. APPROVED <div style="display: flex; justify-content: space-between;"><div> DATE</div><div> JOSE L. BACUSMO HEAD OF AGENCY</div></div>																																		