

<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>ESPINOSA ELIZA DADOLE</div> <div>(Family Name) (Given Name) (Middle Name)</div>	
<div>2. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>VISAYAS STATE UNIVERSITY</div>		<div>3. BUREAU OR OFFICE</div>	
<div>4. DEPT./BRANCH/DIVISION</div> <div>INSTITUTE OF TROPICAL ECOLOGY & ENVI. MGT. (ITEEM)</div>		<div>5. WORK STATION/PLACE OF WORK</div> <div>VISCA, BAYBAY CITY, LEYTE</div>	
<div>6a. PRES. APPRO.</div> <div>ACT/</div> <div>BOARD RES/</div> <div>ORD. NO.</div>	<div>6b. PREV. APPRO</div> <div>ACT/</div> <div>BOARD RES/</div> <div>ITEM NO.</div>	<div>7a. SALARY P.A.:</div> <div>7b. OTHER COMPENSATION: PERA/ACA</div>	
<div>8. OFFICIAL DESIGNATION OF POSITION</div> <div>INSTRUCTOR I</div>		<div>9. WORKING PROPOSED TITLE</div>	
<div>10. WAPCO CLASSIFICATION OF THIS POSITION</div>		<div>11. OCCUPATION GROUP TITLE</div> <div>(leave blank)</div>	
<div>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</div> <div>MUNICIPALITY [] CITY [<input checked="" type="checkbox"/>] PROVINCE []</div> <div>1ST 2ND 3RD 4TH 5TH 6TH</div> <div>[] [] [] [] [] []</div>			
<div>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</div>			
<div>PERCENT OF WORKING TIME</div>		<div>D U T I E S</div>	
<div>70%</div>		<div>INSTRUCTION</div> <div>1. Teaches assigned subject and performs other teaching related functions, among others the following:</div> <div>a. Prepared teaching materials/guides and submit to department head.</div> <div>b. Conducts examination (mid/final/long hurs/quizzes).</div> <div>c. Checks test papers and return 1 week after exam.</div> <div>d. Submits grade sheet and turn over class records to department head tow weeks after final examination.</div> <div>2. Member in different committees.</div> <div>3. Participate in the co-curricular activities.</div>	
<div>30%</div>		<div>RESEARCH/EXTENSION AND OTHERS</div> <div>1. Conducts research and extension project.</div> <div>2. Submits periodic research/extension reports and terminal reports;</div> <div>3. Acts as resource persons and presents paper in seminars/trainings/conferences/symposia;</div> <div>4. Attends seminar/conferences/trainings;</div> <div>5. Participates in meetings and departmental/college/universities activities; and</div> <div>6. Attends committee meetings and acts as committee member/chairman;</div> <div>7. Perform other functions assigned by the Director.</div>	
<div>100%</div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR, ITEM	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 <table border="1"><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><input type="checkbox"/></td></tr><tr><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Others (Specify) <u>students</u></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></tbody></table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify) <u>students</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. WORKING CONDITION <table border="1"><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><input type="checkbox"/></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)	<input type="checkbox"/>
	Occasional	Frequent																											
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Others (Specify) <u>students</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
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)	<input type="checkbox"/>																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div>5/14/12 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: B. S. degree in the area of specialization. Experience:																													
24. Licenses or certificates required to do this work, if any. SCUBA Diver, MS Degree																													
25. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div>May 15, 2012 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>																													