

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE EVANGELIO JULISSAH CASTRO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE College of Arts and Sciences	
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences		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>viscap-10871-37-2017</i>	7a. SALARY P.A.: <i>₱ 250,440.00</i> 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION <i>Instructor I</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>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
60 %	- Teach undergraduate courses in biology and related fields.		
35 %	- Conduct research & extension activities in biology and related fields.		
5 %	- Performs other duties assigned by immediate supervisor from time to time.		

100 %			

6/21/2016

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div>Department Head</div>		15. POSITION OF NEXT HIGHER SUPERVISOR <div>Dean</div>	
16. NAMES; TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <div>None</div>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div>microscope, computer, etc.</div>			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	Normal Working Condition [X]
General Public	[X]	[]	Field Work [X]
Other Agencies	[X]	[]	Field Trips []
Supervisors	[]	[X]	Exposed to Varied Weather []
Management	[]	[X]	Other's (Specify) []
Others (Specify)	[]	[X] students	
20. I CERTIFY that the above answers are accurate and complete. <div><div>April 21, 2016 Date</div><div><div>Signature</div><div>Signature of Employee</div></div></div>			
21. Describe briefly the general function of the Unit or Section. <div>To deliver instruction, conduct research & extension activities in biology and related fields.</div>			
22. Describe briefly the general function of the position. <div>To deliver instruction, conduct research & extension activities.</div>			
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). <div>Education: M.S. degree holder Experience: None</div>			
23b. Licenses or certificates required to do this work, if any. <div>None</div>			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div><div><div></div><div>Date</div></div><div><div>ANALYN M. MAZO Signature and Title of Immediate Supervisor</div></div></div>			
25. APPROVED <div><div><div></div><div>Date</div></div><div><div>EDGARDO E. TULIN Head of Agency</div></div></div>			