

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Montes, Humberto Jr. Ramos <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Department of Biological Sciences (DBS)		5. WORK STATION/PLACE OF WORK Baybay, City	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
		7a. SALARY P.A.: 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OR POSITION Professor 2		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
25%	Teaching: 1. Teach subjects in Marine Biology, Physical and Chemical Oceanography, Marine Botany, Ichthyology, Marine Ecology, General Biology and General Zoology 2. Act as adviser of student theses. 3. Conduct seminars on marine researches.		
15%	Research: 1. Supervise the implementation of the project and studies. 2. Collect, analyze and interpret the data collected. 3. Present results of the data to stakeholders for validation. 4. Submit reports to funding institutions/individuals. 5. Publish reports in peer reviewed publications. 6. Develop research proposals. 7. Search and link with institutions/individuals for funding of research projects.		
15%	Extension: 1. Supervise the implementation of the project. 2. Collect, analyze and interpret the data collected. 3. Present results of the data to stakeholders for validation. 4. Develop extension plans on coastal resource management.		

0813062 4/13

15%	Production: <ol style="list-style-type: none"> 1. Supervise the over-all operation of the Multi-species Hatchery Project. 2. Recruit personnel for the project. 3. Develop production plan. 4. Prepare and submit reports of the project.
5%	Consultancy: <ol style="list-style-type: none"> 1. Assist in planning and implementation of CRM Projects of GAs, NGAs, POs and Private Partners.
25%	Administrative Position: <ol style="list-style-type: none"> 1. Supervise the day to day activities of the institute. 2. Monitor and evaluate performances of the personnel under the institute. 3. Develop and implement plans of the institute. 4. Prepare and submit reports of the institute.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Associate Professor	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Associate Professor
---	---

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
Bande, Marlito- Ph.D., Asst. Professor Espinosa, Eliza D.- M.S., Asst. Professor Pogosa, Jimmy- Engr., Farm Worker Capin, Orlan- Technical/Vocational Graduate, Research Aide Gorre, Elvira- Technical/Vocational Graduate, Administrative Aide Alkuino, Noel- B.S. & Vocational Graduate, Administrative Aide Aure, Calextro- High School Graduate, Driver Bastasa, Arturo- B.S. Graduate, Janitor

17. MACHINES, EQUIPMENT, TOOLS, etc
Outboard motor engine, Speed boat, Mitsubishi Canter, Microscopes, Camera, GPS, Light meter, Refractometer, Depth sounder, Thermometer, SCUBA gears, SCUBA tank compressor, Desktop computers & printers

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	[]	[✓]	Normal Working Condition	[✓]
Other Agencies	[]	[✓]	Field Work	[✓]
Supervisors	[]	[✓]	Field Trips	[✓]
Management	[]	[✓]	Exposed to Varied Weather	[✓]
Others (Specify)	[]	[]	Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete

30 March 2015
Date


HUMBERTO R. MONTES, JR
Signature of Employee