




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE FLANDEZ ART RUSSEL REOMA (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.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR II		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 [<input checked="" type="checkbox"/>] PROVINCE [] 1st 2nd 3rd 4th 5th 6th [] [] [] [] [] []			
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 %			

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