

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, Baybay City, Leyte		3. BUREAU OR OFFICE College of Arts + Sciences					
4. DEPT./BRANCH/DIVISION DEPT. OF BIOLOGICAL SCIENCES		5. WORK STATION/PLACE OF WORK DBS and Marine Laboratory, ITE					
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. APRDA-4-20	7a. SALARY P.A.: P 453, 744.00 7b. OTHER COMPENSATION: P 24,000.00					
8. OFFICIAL DESIGNATION OF POSITION Assoc. Prof. III		9. WORKING PROPOSED TITLE Assoc. Prof. IV					
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>					
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [✓] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>							
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Percent of Working Time:</td> <td style="text-align: center;">D U T I E S</td> </tr> <tr> <td style="vertical-align: top;"> 60 % 4 % 25 % 5 % 3 % 3 % <hr style="width: 50%; margin-left: 0;"/> 100 % </td> <td style="vertical-align: top; padding-left: 20px;"> Teaching Advising student theses Research + extension Section Head Membership to committees + organizations Officer in organizations </td> </tr> </table>				Percent of Working Time:	D U T I E S	60 % 4 % 25 % 5 % 3 % 3 % <hr style="width: 50%; margin-left: 0;"/> 100 %	Teaching Advising student theses Research + extension Section Head Membership to committees + organizations Officer in organizations
Percent of Working Time:	D U T I E S						
60 % 4 % 25 % 5 % 3 % 3 % <hr style="width: 50%; margin-left: 0;"/> 100 %	Teaching Advising student theses Research + extension Section Head Membership to committees + organizations Officer in organizations						

1. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPT. HEAD (ASSOC. PROF I)	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN (ASSOC. PROF 5)																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) NOEL ALKUNO - Administrative Aide III RODOLFO PANTAJA - Administrative Aide I CARLOS VALENZONA - Administrative Aide III																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;">Scuba gear</div> <div style="width: 25%;">Light meter</div> <div style="width: 25%;">Seebach disc</div> <div style="width: 25%;">Banco</div> </div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;">Current meter</div> <div style="width: 25%;">D.O. meter</div> <div style="width: 25%;">Microscopes</div> <div style="width: 25%;">Compass</div> </div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;">Refractometer</div> <div style="width: 25%;">Depth sounder</div> <div style="width: 25%;">Plankton net</div> <div style="width: 25%;">Glassware</div> </div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"></div> <div style="width: 25%;">Booke</div> <div style="width: 25%;">Computers</div> <div style="width: 25%;">GPS</div> </div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	Occasional	Frequent																											
General Public	[X]	[]																											
Other Agencies	[]	[]																											
Supervisors	[]	[]																											
Management	[]	[]																											
Other (Specify)	[]	[]																											
Normal Working Condition	[X]																												
Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Nov. 8, 2011</u> Date </div> <div style="width: 45%; text-align: right;"> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. - Offers degree programs in B.S. Biology majors in Marine Biology, Ecology & Botany. - Serve as service department in education subjects like Gen. Biology, Botany, Gen. Zoology, Physiology & Microbiology.																													
22. Describe briefly the general function of the position. - Teaches Marine Biology & Biology Subjects - Advise students thesis - Conduct research & extension																													
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). RM Education: 2 Relevant masteral degree 3, 16 Experience: 3 yrs. of relevant experience; 16 hrs. of relevant training.																													
23b. Licenses or certificates required to do this work, if any. Career Service Professional Examination Professional Board Examination for Teachers																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Date </div> <div style="width: 45%; text-align: right;"> ROSALINA D. POLIQUIT Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Date </div> <div style="width: 45%; text-align: right;"> JOSE L. BACUSMO Head of Agency </div> </div>																													