REPUBLIC OF THE PHILIPPINES  BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE  MONTES HUMBERTO JR. RAMOS  (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE College of Arts + Secences
4. DEPT. /BRANCH/DIVISION DEPT. OF BIOLOGICAL SCIENCES	5. WORK STATION/PLACE OF WORK DBS and Marine laboratory,
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.  6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.  1TEM NO.  6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: \$4(7, 744. W)  7b. OTHER COMPENSATION: P 24,000.00
ASSOC. Prof.	9. WORKING PROPOSED TITLE ASSOC. Prof. IV
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
1st 2nd 3rd 4t [] [] [] []  13. STATEMENT OF DUTIES AND RESPONSIBILITIES. attached additional sheets.  Percent of : Working Time: D U T I	If more space is needed, please
	student theses
25 1/2 Revearch	student theses , + extension
5 % Section H	
3% Membersh	ip to committees + organization
	organizations
	* CEVOSTA CE

-		
	POSITION TITLE OF IMMEDIATE SUPERVISOR PT. HEAD (ASSOC. PROF 1)	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
	(1)33-1-1/1/	COLLEGE DEAN (ASSOC, PROF. 5)
	NAMES, TITLES AND ITEM NOS. OF THOSE YOU only by their item nos. and titles) NOEL ALKUNO - Administration Aide III CARLOS VALENZONA - Administration Aide	U DIRECTLY SUPERVISE (if more than (7), list  RODOLFO PANTOJA - Administrative fix
17. 1	MACHINES FOULDMENT TOOLS	
	MACHINES, EQUIPMENT, TOOLS, etc. used re Scuba gear light meter Seculi du turent meter D.O. meter Microscope Refractopeter pepth sounder Plankpoh	sc Banca Booke &PS  wit Glacewares LCB
20.	CONTRACT  General Public [X] [] Other Agencies [] [] Supervisors [] [] Management [] [] Other (Specify) [] []	19. WORKING CONDITION  Normal Working Condition [X ]  Field Work [ ]  Field Trips [ ]  Exposed to Varied Weather [ ]  Others (Specify) [ ]
20. ]	I CERTIFY that the above answers are acc	curate and complete.
	Nov. 8, 201/ Date	Signature of Employee
21.	Describe briefly the general function of the Unit or Section.  - Offers degree programs in B.S. Biology majors in Marine Biology, Ecology & Bofany.  - Serve as service department in education subjects like Gen. Biology, Bofa.  Gen. Zoology, Physiology + Microbiology.	
	1 - 1 2 1 1 1 1 1	
	am Zoology, Physiology + Microb	riology.
22.	Describe briefly the general function -Tunks Marine Brokogy + Biology - Advise Studente theses	of the position
22. 23a. I f t	Describe briefly the general function  -Tunks Marine Brokogy + Brokogy  -Advise students terries  - conduct research + extension  Indicate the required qualifications by filling up a vacancy for this position.	of the position
22. 23a. I	Describe briefly the general function  Truthes Marine Brokogy & Brokogy  Advise Students terries  - Conduct Vesearch & extension  Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching).	years and kind of education considered in (Keep the position in mind rather than
22. 23a. I t t	Describe briefly the general function  Truthes Marine Brokogy & Brokogy  Advise Studente Herses  - conduct research & extension  Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb	years and kind of education considered in (Keep the position in mind rather than bent. This item should be filled for all
22.  23a. If the second	Describe briefly the general function  Troubes Marine Browgg & Browgy  Advise conduct broken & Vicensian  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree Experience: 3 years of relevant experience.  Licenses or certificates required to do the Service Professional Examination	years and kind of education considered in (Keep the position in mind rather than cent. This item should be filled for all this work, if any.
22.  23a. If the property of t	Describe briefly the general function  -Titubes Marine Brokogy + Brokogy  - Advise cfudente threes  - Conduct Vision + Lifenson  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree Experience: 3 yes of relevant experience.	years and kind of education considered in (Keep the position in mind rather than cent. This item should be filled for all this work, if any.
22.  23a. If the property of t	Describe briefly the general function  -Timbes Marine Browgg & Browgy  - Advise Studente threes  - Conduct Vestarch & extension  Indicate the required qualifications by filling up a vacancy for this position.  the qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree  Experience: 3 yes of relevant experien  Licenses or certificates required to do  Career Service Professional Examination  Professional board Examination for Teacher	years and kind of education considered in (Keep the position in mind rather than cent. This item should be filled for all this work, if any.
22.  23a. If t  E  3,16  E  23b. I	Describe briefly the general function  -Timbes Marine Browgg & Browgy  - Advise Studente threes  - Conduct Vestarch & extension  Indicate the required qualifications by filling up a vacancy for this position.  the qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree  Experience: 3 yes of relevant experien  Licenses or certificates required to do  Career Service Professional Examination  Professional board Examination for Teacher	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all this work, if any.
22.  23a. If t  E  7, 16  E  23b. I	Describe briefly the general function  Troubes Marine Brology + Brology  Advise conduct broken + trees  Conduct vestment + expension  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: 3 years of relevant experience.  Licenses or certificates required to do cover service professional examination.  Professional board examination for Trache I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all this work, if any.  (S)  AREA ROSALINA P. POLICUIT
22.  23a. If t  E  7, 16  E  23b. I	Describe briefly the general function  Tracks Marine Browgg & Brokegy  Advise Studente threes  - Conduct Vestarch & extension  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: 3 yes of relevant experience.  Licenses or certificates required to do career Service Professional Examination  Professional board Examination for Teacher thereby CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all dee; ,16 hrs. of relevant training.  this work, if any.  The position of the position considered in the position of t
22.  23a. If the property of t	Describe briefly the general function  Tracks Marine Brokogy + Brokogy  Advise conduct broken + tracks  Conduct vision + tracks  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: By some frequency and examination of the present of the present experience.  Experience: By some frequency examination of the present of the	years and kind of education considered in (Keep the position in mind rather than bent. This item should be filled for all this work, if any.  (S)  AREA ROSALINA P. POLICUIT
22.  23a. If the property of t	Describe briefly the general function  Troubes Marine Brology + Brology  Advise conduct broken + trees  Conduct vestment + expension  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: 3 years of relevant experience.  Licenses or certificates required to do cover service professional examination.  Professional board examination for Trache I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than cent. This item should be filled for all dee; ,16 hrs. of relevant training.  this work, if any.  The position of the position considered in the control of the position of the control of the control of the position of the control of the position of the control of the co
22.  23a. If the state of the s	Describe briefly the general function  Tracks Marine Brokogy + Brokogy  Advise conduct broken + tracks  Conduct vision + tracks  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: By some frequency and examination of the present of the present experience.  Experience: By some frequency examination of the present of the	years and kind of education considered in (Keep the position in mind rather than bent. This item should be filled for all dee; ,16 hrs. of relevant training.  this work, if any.  ROSALINA D. POLIQUIT gnature and Title of Immediate  Supervisor
22.  23a. If the second	Describe briefly the general function  Tracks Marine Brokogy + Brokogy  Advise conduct broken + tracks  Conduct vision + tracks  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: By some frequency and examination of the present of the present experience.  Experience: By some frequency examination of the present of the	years and kind of education considered in (Keep the position in mind rather than bent. This item should be filled for all dee; ,16 hrs. of relevant training.  this work, if any.  ROSALINA D. POLIQUIT gnature and Title of Immediate  Supervisor
22.  23a. If the property of t	Describe briefly the general function  Tracks Marine Brokogy + Biology  Advise cfudente threes  Conduct Vestarch + extension  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: I professional examination  Riolesconal board examination for Tracket the HEREBY CERTIFY that the above answers  Date  Date  Signaphore  Date  Dat	years and kind of education considered in (Keep the position in mind rather than bent. This item should be filled for all this work, if any.  this work, if any.  ROSALINA D. POLIQUIT gnature and Title of Immediate Supervisor
22.  23a. If the second	Describe briefly the general function  Tracks Marine Brokogy + Biology  Advise cfudente threes  Conduct Vestarch + extension  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: I professional examination  Riolesconal board examination for Tracket the HEREBY CERTIFY that the above answers  Date  Date  Signaphore  Date  Dat	years and kind of education considered in (Keep the position in mind rather than bent. This item should be filled for all this work, if any.  this work, if any.  ROSALINA P. POLICUIT gnature and Title of Immediate Supervisor
22.  23a. If the second	Describe briefly the general function  Tracks Marine Brokogy + Biology  Advise cfudente threes  Conduct Vestarch + extension  Indicate the required qualifications by filling up a vacancy for this position. The qualifications of the present incumb positions other than teaching).  Education: Relevant masteral degree experience: I professional examination  Riolesconal board examination for Tracket the HEREBY CERTIFY that the above answers  Date  Date  Signaphore  Date  Dat	years and kind of education considered in (Keep the position in mind rather than bent. This item should be filled for all this work, if any.  this work, if any.  ROSALINA D. POLIQUIT gnature and Title of Immediate Supervisor

.