

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CESAR , Senona , AnaZo (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Plant Protection Visayas State College of Agriculture		3. BUREAU OR OFFICE Baybay, Leyte	
4. DEPT./BRANCH/DIVISION Dept. of Plant Protection		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
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 OF POSITION Instructor -I		9. WORKING PROPOSED TITLE Instructor -I	
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 [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
90%	1. Teaches Biology 11 Class (Lecture) and Zoology 21 laboratory classes.		
10%	2. Does other duties such as watchman for Dept. Library & Museum.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dept. Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director of Instruction
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.	
18. CONTRACT Occasional Frequent General Public [] [] Other Agencies [] [] Supervisors [] [] Management [] [] Other (Specify) [] []	19. WORKING CONDITION Normal Working Condition Field Work Field Trips Exposed to Varied Weather Others (Specify)
20. I CERTIFY that the above answers are accurate and complete. <u>Nov. 13, 1997</u> Date  Signature of Employee	
21. Describe briefly the general function of the Unit or Section.	
22. Describe briefly the general function of the position. To teach Biology & Zoology courses	
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: Relevant masteral degree Experience: 3 yrs relevant experience; 16 hrs relevant training	
23b. Licenses or certificates required to do this work, if any.	
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u> </u> Date  BIMBO T. MANDRAS, Ph.D. Signature and Title of Immediate Supervisor	
25. APPROVED: <u> </u> Date  SAMUEL S. GO, Ph.D. Head of Agency	