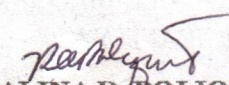
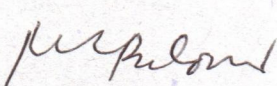
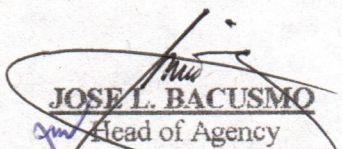


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE POLIQUIT ROSALINA DIALIMAS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCAP-AP-1-13-2004	7a. SALARY P.A.: ₱193,114.00 7b. OTHER COMPENSATION: PERA/ACA ₱24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I		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 [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
75 %		- Teaches undergraduate courses in biology and related fields.	
20 %		- Conducts 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 <p style="text-align: center;">Department Head</p>	15. POSITION OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean</p>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <p style="text-align: center;">None</p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>microscope, computer, etc.</p>																			
18. CONTACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">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;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X] students</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Others (Specify)	[]	[X] students	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Other's (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[X]	[]																	
Supervisors	[]	[X]																	
Management	[]	[X]																	
Others (Specify)	[]	[X] students																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>January 7, 2009</u> Date </div> <div style="text-align: center;">  ROSALINA D. POLIQUITT Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p>To deliver instruction, conduct research & extension activities in biology and related fields.</p>																			
22. Describe briefly the general function of the position. <p>To deliver instruction, conduct research & extension activities.</p>																			
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: <u>M.S. degree relevant to the job.</u> Experience: <u>4 yrs. of relevant experience, 4 hrs. of relevant training.</u>																			
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">None</p>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Jan. 7, 2008</u> Date </div> <div style="text-align: center;">  BEATRIZ S. BELONIAS Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 100px; border: 0; border-top: 1px solid black; margin: 0;"/> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																			