BC-CSC Form No. 1			18 18	MAZO		ANALY	N	MENI	OOZA
(Position Description Form)				(Family Nan		(Given Na	ame)	(Middle	e Name)
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4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences/CAS				5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte					
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION OF NEXT HIGHER
MAZO AND YN MENBOZA	SUPERVISOR
Department Head	Dean Dean
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU D	DIRECTLY SUPERVISE (if more than (7) list
Only by their item nos. and titles)	L BCAL GOVERNMENT
None	:C
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly	in performance of work.
LCD Projector, microscope, computer/laptop, etc.	DRPLARKNOHARYISION
18. CONTACT	19. WORKING CONDITION
Occasional Frequent	Normal Working Condition [X]
General Public [X]	Field Work
Other Agencies [X] []	Field Trips []
Supervisors [] [X]	Exposed to Varied Weather []
Management [] [X]	Other's (Specify) []
Others (Specify) [] [X] students	1/0013209 2111 30 1/000 1 1/1/2/ 12 0 1/000
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20. I CERTIFY that the above answers are accurate and comp	LOUTOCAT COARTMINAL EQUITION CHECK
PROVIDE	a.2a2/
Nov. 11, 2011	ANALYN M. MAZO
Date	Signature of Employee
21. Describe briefly the general function of the Unit or Section To deliver instruction, conduct research & extension a	LELIS DE DEPUNDENCIE UNBERLI
22. Describe briefly the general function of the position. To deliver instruction, conduct research & extension a	activities.
To deliver instruction, conduct research & extension of	
23a. Indicate the required qualifications by years and kind of vacancy for this position. (Keep the position in mind ra- incumbent. This item should be filled for all positions of	ther than the qualifications of the present
Education: Retevant Masteral degru	78.001
Experience: 24th Of hel. 4p-, 8 M	2. of relevant training
23b. Licenses or certificates required to do this work, if any. None	
24. I HEREBY CERTIFY that the above answers are accurat	e and complete.
	ALAC
	Kogn
Nov. 11, 2011	ROSALINA D. POLIQUIT
Date	Signature and Title of Immediate
	Supervisor
25. APPROVED	/.
	JOSE L. BACUSMO
Date	Head of Agency

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