

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SEKINO, EUNICE KENEE LABONITE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		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. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR 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 [] 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:			
D U T I E S			
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPARTMENT HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

NONE

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

COMPUTER, LAPTOP, LCD PROJECTOR ETC.

18. CONTRACT

General Public

Occasional

Frequent

Other Agencies

Supervisors

Management

Other (Specify)

[X]

[]

[]

[]

[]

[]

[]

[X]

[X]

[X]

STUDENTS

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

[X]

[]

[]

[]

[]

20. I CERTIFY that the above answers are accurate and complete.

DEC. 3, 2015

Date

Eunice Renee L. Cerino
EUNICE RENE L. CERINO
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

TO DELIVER INSTRUCTION, CONDUCT RESEARCH AND EXTENSION ACTIVITIES IN BIOLOGY AND RELATED FIELDS

22. Describe briefly the general function of the position.

TO DELIVER (INSTRUCTION) LECTURES TO STUDENTS AND CONDUCT RESEARCH RELATED TO BIOLOGY

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: *Masteral degree in the field of specialization.*

Experience: NONE

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

DEC. 3, 2015

Date

Ana Lyn M. Mayo
ANALYN M. MAYO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Edgardo E. Tulan
EDGARDO E. TULAN
Head of Agency