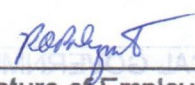
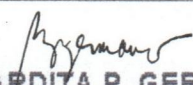



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<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>Poliquit Rosalina D.</b> (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT CORPORATION OR AGENCY/</b> <b>LOCAL GOVERNMENT</b> <b>LEYTE STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>Department of Biological Sciences</b>	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATIN/PLACE OF WORK</b>	
<b>6a. PRES APPRO</b> <b>ACT/</b> <b>BOARD RES/</b> <b>ORD NO.</b>	<b>6b. PREV APPRO</b> <b>ACT/</b> <b>BOARD RES/</b> <b>ITEM NO. LS</b>	<b>7a. SALARY P.A.</b> ₱ 150,552.00	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <b>Instructor III</b>		<b>7b. OTHER COMPENSATION PERA/ACA</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>9. WORKING PROPOSED TITLE</b>	
<b>12. FOR LOCAL GOVERNMENT POSITION CHECK GOVERNMENT UNIT AND UNIT CLASS</b> <b>MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]</b> <b>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup></b> <b>[ ] [ ] [ ] [ ] [ ] [ ]</b>		<b>11. OCCUPATION GROUP TITLE</b> (Leave blank)	
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
<b>Percent of Working Time</b>		<b>DUTIES</b>	
97 1 1 1	To teach laboratory classes in Biological Sciences. To act as Dept. Based Guidance Facilitator To act as extension communicator. To act as member of department committee.		
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete</b>			
<b>Signature and Title of Immediate Supervisor</b> <b>BERNARDITA P. GERMANO - OIC</b>		<b>Date</b> <b>October 13, 2003</b>	
<b>Signature and Title of Head of Agency</b> <b>PACENCIA P. MILAN</b>		<b>Date</b> <b>October 13, 2003</b>	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>DEPARTMENT HEAD</b>	15. POSITION TITLE OF NEXT HIGHER <b>College Dean - Loyola State University</b>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only by the their item)																													
17. MACHINES/ EQUIPMENT TOOLS, etc. used regularly in performance of work. <b>Laboratory equipments</b>																													
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;">[ ]</td> <td style="text-align: center;">[ x ]</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>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[ x ]	Other Agencies	[ x ]	[ ]	Supervisors	[ ]	[ x ]	Management	[ ]	[ x ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ x ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <u>October 13, 2003</u>            Date         </div> <div style="width: 45%; text-align: right;">             Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section <b>Involves in instruction, conducts researches and extends expertise to clientiles.</b>																													
22. Describe briefly the general function of the position. <b>Teaching</b>																													
23.a. 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): <div style="margin-top: 10px;"> <b>Education:</b> BS degree in the area of specialization.  <b>Experience:</b> 1 yr. of relevant experience; 4 hrs. of relevant training.         </div>																													
23.b. Licenses or certificates required to do this work if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>HEAD</b>  <u>October 13, 2003</u>            Date         </div> <div style="width: 45%; text-align: right;">   <b>BERNARDITA P. GERMANO - OIC,</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <u>October 13, 2003</u>            Date         </div> <div style="width: 45%; text-align: right;">   <b>PACIENCIA P. MILAN</b>            Head of Agency         </div> </div>																													