

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MAZO ANALYN MENDOZA (Family Name) (Given Name) (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Dept. of Biological Sciences		
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences		5. WORK STATION/PLACE OF WORK		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: P. 134,004.00 7b. OTHER COMPENSATION: PERA/ACA		
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 [] 1 st [] 2 nd [] 3 rd [] 4 th [] 5 th [] 6 th []				
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
Percent of Working Time: DUTIES				
50 % - Teach undergraduate courses in biology and related fields.				
45 % - Conduct research & extension activities in biology and related fields.				
5 % - Serve in university, college & department working committees and assist the Office of Student Affairs implementing guidance-related student activities.				
100 %				

604 7149
911

161

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION 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. microscope, computer, etc.			
18. CONTACT		19. WORKING CONDITION	
Occasional		Frequent	
General Public	☒		☐
Other Agencies	☒		☐
Supervisors	☐		☒
Management	☒		☐
Others (Specify)	☐		☒ students
		Normal Working Condition ☒	
		Field Work ☐	
		Field Trips ☐	
		Exposed to Varied Weather ☐	
		Other's (Specify) ☒ Laboratory	
20. I CERTIFY that the above answers are accurate and complete.			
September 1, 2005 Date		ANALYN M. MAZO Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To deliver instruction, conduct research & extension activities in biology and related fields.			
22. Describe briefly the general function of the position. To deliver instruction, conduct research & extension activities.			
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: Bachelor's degree in the area of specialization. Experience: None			
23b. Licenses or certificates required to do this work, if any. None			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
September 1, 2005 Date		BEATRIZ S. BELONIAS Signature and Title of Immediate Supervisor	
25. APPROVED			
Date		PACIENCIA P. MILAN Head of Agency	