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REPUBLIC OF THE PHILIPPINES BC CSC Form No. 1 (Position Description Form)		1. NAME OF THE EMPLOYEE MAZO ANALYN MENDOZA Family name Given name Middle name	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL, GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH OR DIVISION		5. WORK STATION/PLACE OF WORK LEYTE STATE UNIVERSITY Visca, Baybay, Leyte	
6.a. PRES.APPRO. ACT/ 8522 BOARD RES/ORD. NO. ITEM NO. LS		7a. SALARY P.A. P 134,004.00 7b. OTHER COMPENSATION	
8. OFFICIAL POSITION OR DESIGNATION 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 attach additional sheet			
Percent of working time		DUTIES	
80 15 5		To teach lecture and laboratory classes in Biological sciences To conduct relevant researches related to field of specialization To do other related activities such as : - act as member of the DBS committees - act as thesis adviser of BS Biology major students - act as academic adviser of BS Biology students	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">DEPARTMENT HEAD</p>	15. POSITION TITLE OF THE NEXT HIGHER SUPERVISOR <p style="text-align: center;"><u>College Dean</u></p>																												
16. NAMES, TITLES AND ITEM NOS OF THOSE YOU DIRECTLY SUPERVISE. (If more than 7, list only by their item nos. and titles)																													
17. MACHINE EQUIPMENT, TOOLS, etc. used regularly in performance of work <p>microscope, projector, computer, LCD, SCUBA gear, water sampler, motor boat</p>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">occasional</td> <td style="text-align: center;">frequent</td> </tr> <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;">()</td> <td style="text-align: center;">(x)</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;">(x)</td> <td style="text-align: center;">()</td> </tr> <tr> <td>others (specify)</td> <td style="text-align: center;">()</td> <td style="text-align: center;">()</td> </tr> </table>		occasional	frequent	general public	()	(x)	other agencies	()	(x)	supervisors	()	(x)	management	(x)	()	others (specify)	()	()	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal working condition</td> <td style="text-align: center;">(x)</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">(x)</td> </tr> <tr> <td>Field trips</td> <td style="text-align: center;">(x)</td> </tr> <tr> <td>Exposed to varied weather</td> <td style="text-align: center;">(x)</td> </tr> <tr> <td>others (specify)</td> <td style="text-align: center;">()</td> </tr> </table>	Normal working condition	(x)	Field work	(x)	Field trips	(x)	Exposed to varied weather	(x)	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: 20px;"> <div style="text-align: center;"> <u>October 14, 2003</u> date </div> <div style="text-align: center;"> Signature of employee </div> </div>																													
21. Describe briefly the general function of the unit or section <p style="text-align: center;">Involves in instruction, conducts researches and extends expertise to clientiles</p>																													
22. Describe briefly the general function of the position <p style="text-align: center;">Performs instructional duties, conducts research and extension activities</p>																													
Indicate the required qualification by years and kind of education considered in filing 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 positions other than teaching). Education: <u>BS degree in the area of specialization.</u> Experience: <u>none required.</u>																													
23.b. Licenses or certificates required to do this work if any <p>SCUBA licence (for research activities)</p>																													
24.I HEREBY CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>October 14, 2003</u> date </div> <div style="text-align: center;"> BERNARDITA P. GERMANO - Dept. Head Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>October 14, 2003</u> date </div> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																													