REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE SER(NO , 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
4. DEPT./BRANCH/DIVISION DEPT. OF BIOLOGICAL SCIENCES	5. WORK STATION/PLACE OF WORK
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00
8. OFFICIAL DESIGNATION OF POSITION [NSTRUCTOR I	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNM	PROVINCE []
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. additional sheets.	If more space is needed, please attached
Percent of : Working Time: DUTI	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.

14.	POSITION TITLE OF IMMEDIATE SUPERVISOR	15.POSITION TITLE OF NEXT HIGHER SUPERVISOR	
	DEPARTMENT HEAD	DEAN	
16.	NAMES, TITLES AND ITEM NOS. OF THOSE YOU by their item nos. and titles)	DIRECTLY SUPERVISE (if more than (7), list only	
	NONE		
17.	MACHINES, EQUIPMENT, TOOLS, etc. used re	gularly in performance of work.	
	COMPUTER, LAPTOP, LCD PROJECTOR	, ETC.	
18.	CONTRACT	19. WORKING CONDITION	
	General Public [X] Frequent []	Normal Working Condition [X] Field Work []	
	Other Agencies [] []	Field Trips []	
	Supervisors [] [x]	Exposed to Varied Weather []	
	Management [] [x] Other (Specify) [] [x] (TUDENTS	Others (Specify) []	
20.	I CERTIFY that the above answers are acc		
		N =	
	OCT, 24, 2016	EUNICE KENNE LESCRINO	
	Date	Signature of Employee	
21.	Describe briefly the general function of		
21.			
TO DELIVER INSTRUCTION, CONDUCT RESERRCH AND EXTENSION ACTIVITIES IN RIGIDS Y RELATED			
22. Describe briefly the general function of the position. TO DELIVER LELTURES TO STUDENTS AND CONDUCT RESEARCH RELATED TO BIOLOGY			
23a.	3a. 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:		
23b.	. Licenses or certificates required to do this work, if any.		
24.	I HEREBY CERTIFY that the above answers	are accurate and complete.	
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24.		are accurate and complete.	
24.	OCT, 26, 2016	ANALYN M. MAZO	
24.	OCT, 26, 2016	ANALYN M. MAZO gnature and Title of Immediate	
	Date Si	ANALYN M. MAZO	
24.	OCT, 26, 2016	ANALYN M. MAZO gnature and Title of Immediate	
	Date Si	ANALYN M. MAZO gnature and Title of Immediate	
	Date Si	ANALYN M. MAZO gnature and Title of Immediate	