
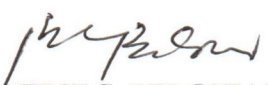
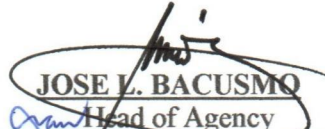


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> FLANDEZ (Family Name) ART RUSSEL (Given Name) REOMA (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE College of Arts and Sciences	
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. 15	7a. SALARY P.A.: ₱ 147,408- 7b. OTHER COMPENSATION: PERA/ACA	
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 <div style="display: flex; justify-content: space-around;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time:		DUTIES	
60 % 35 % 5 % <hr style="width: 50px; margin-left: 0;"/> 100 %		<ul style="list-style-type: none"> - Teach undergraduate courses in biology and related fields. - Conduct research & extension activities in biology and related fields. - Performs other duties assigned by immediate supervisor from time to time. 	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <p style="text-align: center;">None</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>microscope, computer, etc.</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;">[X]</td> <td style="text-align: center;">[]</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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X] students</td> </tr> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Others (Specify)	[]	[X] students	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;">[]</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>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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Exposed to Varied Weather	[]																												
Other's (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>May 2, 2008</u> Date </div> <div style="text-align: center;">  ART RUSSEL R. FLANDEZ Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p>To deliver instruction, conduct research & extension activities in biology and related fields.</p>																													
22. Describe briefly the general function of the position. <p>To deliver instruction, conduct research & extension activities.</p>																													
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). <p>Education: <u>B.S. degree holder in the area of specialization</u></p> <p>Experience: <u>None</u></p>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">None</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>5/2/08</u> Date </div> <div style="text-align: center;">  BEATRIZ S. BELONIAS Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 100px; border: 0; border-top: 1px solid black;"/> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																													