

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>POLIOUIT</b>  <small>(Family Name)</small> </div> <div style="width: 30%;"> <b>ROSALINA</b>  <small>(Given Name)</small> </div> <div style="width: 30%;"> <b>DIALIMAS</b>  <small>(Middle Name)</small> </div> </div>									
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>College of Arts and Sciences</b>									
<b>4. DEPT./BRANCH/DIVISION</b> <b>Dept. of Biological Sciences</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>Visca, Baybay, Leyte</b>									
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD NO.	<b>6b. PREV. APPRO.</b> ACT/ BOARD RES/ ITEM NO. <i>VISCAP- INC 2-20-2004</i>	<b>7a. SALARY P.A.</b> <i>₱ 175,560.00</i>  <b>7b. OTHER COMPENSATION:</b> PERA/ACA									
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <b>Assistant Professor I</b>		<b>9. WORKING PROPOSED TITLE</b>									
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> <small>(leave blank)</small>									
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <div>1<sup>st</sup> [ ]</div> <div>2<sup>nd</sup> [ ]</div> <div>3<sup>rd</sup> [ ]</div> <div>4<sup>th</sup> [ ]</div> <div>5<sup>th</sup> [ ]</div> <div>6<sup>th</sup> [ ]</div> </div>											
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attach additional sheets.											
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Percent of Working Time: </div> <div style="width: 65%; text-align: center;"> <b>DUTIES</b> </div> </div>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;">75 %</td> <td style="vertical-align: top;">- Teaches undergraduate courses in biology and related fields.</td> </tr> <tr> <td style="vertical-align: top;">20 %</td> <td style="vertical-align: top;">- Conducts research &amp; extension activities in biology and related fields.</td> </tr> <tr> <td style="vertical-align: top;">5 %</td> <td style="vertical-align: top;">- Performs other duties assigned by immediate supervisor from time to time.</td> </tr> <tr> <td style="vertical-align: top;">100 %</td> <td></td> </tr> </table>				75 %	- Teaches undergraduate courses in biology and related fields.	20 %	- Conducts research & extension activities in biology and related fields.	5 %	- Performs other duties assigned by immediate supervisor from time to time.	100 %	
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100 %											



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

Occasional

Frequent

General Public

☒☐

Other Agencies

☒☐

Supervisors

☐☒

Management

☐☒

Others (Specify)

☐☒ students

19. WORKING CONDITION

Normal Working Condition ☒Field Work ☐Field Trips ☐Exposed to Varied Weather ☐Other's (Specify) ☐

20. I CERTIFY that the above answers are accurate and complete.

10/16/07

Date

*Rosalina D. Poliquit*  
**ROSALINA D. POLIQUIT**  
 Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To deliver instruction, conduct research &amp; extension activities in biology and related fields.

22. Describe briefly the general function of the position.

To deliver instruction, conduct research &amp; 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: BS degree relevant to the job.

Experience: ~~None~~ 1 yr. of relevant experience; 4 hrs. of relevant training.

23b. Licenses or certificates required to do this work, if any.

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Oct 18, 2007

Date

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Signature and Title of Immediate Supervisor

25. APPROVED

Date

*Jose L. Bagusmo*  
**JOSE L. BAGUSMO**  
 Head of Agency