

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  GALAMBRO      MARUANA      BATA (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  Visayas State University	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO.      6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 279,280-  7b. OTHER COMPENSATION: P 24,000.00 70-7012	
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 MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]  1st      2nd      3rd      4th      5th      6th [ ]      [ ]      [ ]      [ ]      [ ]      [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time:      D U T I 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. 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor and Course Coordinator		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, LCD monitor, projector, vertical electrophoresis, blackboard, pen, pencil			
18. CONTRACT General Public Other Agencies Supervisors Management Other (Specify)		19. WORKING CONDITION Normal Working Condition Field Work Field Trips Exposed to Varied Weather Others (Specify)	
Occasional [ X ] [ ] [ ] [ ] [ ]		Frequent [ ] [ ] [ ] [ ] [ ]	
20. I CERTIFY that the above answers are accurate and complete. April 10, 2014 Date		Signature of Employee [Signature]	
21. Describe briefly the general function of the Unit or Section. To implement the offering of Biotechnology program of the University.			
22. Describe briefly the general function of the position. To teach biotech courses and to conduct research.			
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: MS Biotech Experience: 1 year			
23b. Licenses or certificates required to do this work, if any. None			
24. I HEREBY CERTIFY that the above answers are accurate and complete. April 10, 2014 Date		DR. EDGARDO E. TULIN Signature and Title of Immediate Supervisor	
25. APPROVED: Date		JOSE L. BACUSMO Head of Agency	