
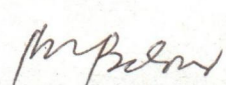



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE FLANDEZ ART RUSSEL REOMA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE College of Arts and Sciences	
4. DEPT./BRANCH/DIVISION 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.	7a. SALARY P.A.: 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 MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
60 %	- Teach undergraduate courses in biology and related fields.		
35 %	- Conduct research & extension activities in biology and related fields.		
5 %	- Performs other duties assigned by immediate supervisor from time to time.		
100 %			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Signature and Title of Immediate Supervisor</p> </div> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> </div>			

W# 5003
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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%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other Agencies</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/> students</td></tr></tbody></table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students	19. WORKING CONDITION <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Field Work</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Field Trips</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field Work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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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>July 2, 2007</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>																													
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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: <u>Bachelor's degree in the area of specialization.</u> Experience: <u>None</u>																													
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>July 2, 2007</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;"><u> </u> Date</div><div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency <div style="text-align: right;">7/2/07</div></div></div>																													