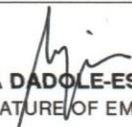

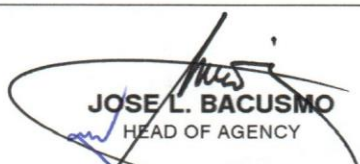


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 <b>(POSITION DESCRIPTION FORM)</b>		1. NAME OF EMPLOYEE <b>ESPINOSA</b> <b>ELIZA</b> <b>DADOLE</b> (Family Name)                      (Given Name)                      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT  <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION  <b>INSTITUTE OF TROPICAL ECOLOGY</b>		5. WORK STATION/PLACE OF WORK  <b>VISCA, BAYBAY CITY, LEYTE</b>	
6a. PRES. APPRO. ACT/	6b. PREV. APPRO ACT/	7a. SALARY P.A.: <b>P219,996.00</b>	
BOARD RES/ ORD. NO.	BOARD RES/ ITEM NO. <b>15</b>	7b. OTHER COMPENSATION: <b>PERA/ACA</b> <b>P24,000.00 (P.A.)</b>	
8. OFFICIAL DESIGNATION OF POSITION  <b>INSTRUCTOR I</b>		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    [ <input checked="" type="checkbox"/> ]	
1 <sup>ST</sup> 2 <sup>ND</sup>		3 <sup>RD</sup> 4 <sup>TH</sup>	
[   ]                  [   ]		[   ]                  [   ]	
		PROVINCE    [   ]	
		5 <sup>TH</sup> 6 <sup>TH</sup>	
		[   ]                  [   ]	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
PERCENT OF WORKING TIME		D U T I E S	
70%		<b>Instruction</b> 1. Teaches lectures and laboratory classes; 2. Corrects and returns examination papers, quizzes, laboratory exercises, term paper, etc. of students; 3. Computes and submits grades to Registrar's Office/Graduate School Office; 4. Prepares teaching guides/course outline and submits copy to OCIMD; and 5. Reports for student consultation	
30%		<b>Research/Extension and Others</b> 1. Conducts research and extension project/activities, i.e., Monitoring and Evaluation of CRM Sites and Environmental Education and Advocacy; 2. Submits periodic research/extension reports and terminal reports; 3. Acts as resource persons/facilitator in seminars/trainings/conferences/symposia; 4. Attends seminars/conferences/trainings; 5. Produces IEC materials and training modules; 6. Participates in meetings and departmental/college/universities activities; and 9. Attends committee meetings and acts as committee member; 10. Perform other functions assigned by the Department Head.	
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <b>DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY</b>	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR  <b>Vice Pres. for Acad. Affairs</b>																												
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.  <b>BALLPEN, PENCIL, DESKTOP/LAPTOP COMPUTER &amp; PRINTER, WHITEBOARD &amp; PENS, LCD PROJECTOR</b>																													
18. CONTACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; 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;">[    ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> <td style="text-align: center;">[    ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[    ]</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[    ]</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[    ]</td> <td style="text-align: center;">[    ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ <input checked="" type="checkbox"/> ]	[    ]	Other Agencies	[ <input checked="" type="checkbox"/> ]	[    ]	Supervisors	[    ]	[ <input checked="" type="checkbox"/> ]	Management	[    ]	[ <input checked="" type="checkbox"/> ]	Others (Specify)	[    ]	[    ]	19. WORKING CONDITION  <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">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 checked="" type="checkbox"/> ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[    ]</td> </tr> </tbody> </table>	Normal Working Condition	[ <input checked="" type="checkbox"/> ]	Field Work	[ <input checked="" type="checkbox"/> ]	Field Trips	[ <input checked="" type="checkbox"/> ]	Exposed to Varied Weather	[ <input checked="" type="checkbox"/> ]	Others (Specify)	[    ]
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Exposed to Varied Weather	[ <input checked="" type="checkbox"/> ]																												
Others (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>07-05-2011</u> DATE         </div> <div style="text-align: right;">   <b>ELIZA DADOLE-ESPINOSA</b>            SIGNATURE OF EMPLOYEE         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <b>Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.</b>																													
22. Describe briefly the general function of the position.  <b>To responsibly serve as Instructor, Researcher &amp; Extensionist for the Institute and the University.</b>																													
23. 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: <b>B. S. degree in the area of specialization.</b> Experience:																													
24. Licenses or certificates required to do this work, if any.																													
25. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____ DATE         </div> <div style="text-align: right;">   <b>MARIA JULIET C. CENIZA</b>            SIGNATURE &amp; TITLE OF IMMEDIATE SUPERVISOR         </div> </div>																													
26. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____ DATE         </div> <div style="text-align: right;">   <b>JOSE L. BACUSMO</b>            HEAD OF AGENCY         </div> </div>																													