Dept. of Biological Sciences  6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.  8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I  10. WAPCO CLASSIFICATION OF THIS POSITION  11. OCCUPATION GROUP TITLE	REPUBLIC OF THE PHILIPPINES  BC-CSC Form No. 1		ME OF EN			REDY'AL
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY  1. DEPT/BRANCH/DIVISION Dept. of Biological Sciences  5a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.  3. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I  10. WAPCO CLASSIFICATION OF THIS POSITION 2. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] PROVINCE [ ]  3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.  Percent of  85 % 1. Teaches assigned subject and perform other teaching related functions, as follows: a) Prepare teaching materials/guides and submit to the department head b) Conducts Examination (midterm/final/long exam/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to the department head two weeks after fina examination 3 % 2. Member in different committees and participate in co-curricular activities. 2.26 4. Perform other functions assigned by the Department Head.	(Position Description Form)	and the second second				
DEPT/BRANCH/DIVISION Dept. of Biological Sciences a. PRES. APPRO. ACT/ BOARD RES/ BOARD RES/ BOARD RES/ ORD NO. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I  0. WAPCO CLASSIFICATION OF THIS POSITION INSTRUCTOR I  1. OCCUPATION GROUP TITLE (leave blank)  2. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [						Name)
Dept. of Biological Sciences  a. PRES. APPRO. 6b. PREV. APPRO. ACT/ BOARD RES/ ORD NO. 1TEM NO. 1. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I  0. WAPCO CLASSIFICATION OF THIS POSITION UNCIPALITY [] PROVINCE []  3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.  Prepare teaching materials/guides and submit to the department head b) Conducts Examination (midtern/final/long exam/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to the department head two weeks after fina examination 3 % 2. Member in different committees and participate in co-curricular activities and participate in co-curricular activities. 4. Perform other functions assigned by the Department Head.		egularik in pe	eto, used a	Visayas	State University	TA VIAC
ACT/ ACT/ BOARD RES/ BOARD RES/ ORD NO.  OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I  O. WAPCO CLASSIFICATION OF THIS POSITION INTERVITY  O. WORKING PROPOSED TITLE INTERVITY  O. WORKING PROPOSED  TITLE O. WORKING PROPOSED  THEN O. WORKING PROPOSED  O. WORKING PROPOSED  INTERVITY  O. WORKING  INTERVITY  O. WORKI		5. W	5. WORK STATION/PLACE OF WORK			
BOARD RES/ ORD NO.  OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I  0. WAPCO CLASSIFICATION OF THIS POSITION  OWAPCO CLASSIFICATION OF THIS POSITION  1. OCCUPATION GROUP TITLE  OWAPCO CLASSIFICATION OF THIS POSITION  OWAPCO CLASSIFICATION	6a. PRES. APPRO. 6b. PREV. APPRO.		7a. SALARY P.A.: SOCIESCO			
OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I  0. WAPCO CLASSIFICATION OF THIS POSITION 11. OCCUPATION GROUP TITLE (leave blank)  2. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] PROVINCE [ ]  3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.  4. Perpare teaching materials/guides and submit to the department head 4. Donducts Examination (midterm/final/long exam/quizzes).  3. Submits grade sheet and turn over class records to the department head two weeks after fina examination  3. Conduct research and extension activities. 4. Perform other functions assigned by the Department Head.	BOARD RES/ BOARD RES/		7b. OTHER COMPENSATION: PERA/ACA			
2. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] PROVINCE [ ] PROV	B. OFFICIAL DESIGNATION OF POSITION					
MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]  3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.  Percent of :  Working Time:    A			11. OCCUPATION GROUP TITLE			
3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.  85 % 1. Teaches assigned subject and perform other teaching related functions, as follows:  a) Prepare teaching materials/guides and submit to the department head b) Conducts Examination (midterm/final/long exam/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to the department head two weeks after fina examination 3 % 2. Member in different committees and participate in co-curricular activities 3. Conduct research and extension activities. 4. Perform other functions assigned by the Department Head.						
3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.  Percent of:  Working Time:  **Boundary States as a signed subject and perform other teaching related functions, as follows:  **a) Prepare teaching materials/guides and submit to the department head  **b) Conducts Examination (midterm/final/long exam/quizzes).  **c) Checks test papers and return 1 week after exam.  **d) Submits grade sheet and turn over class records to the department head two weeks after fina examination  3 % 2. Member in different committees and participate in co-curricular activities  4. Perform other functions assigned by the Department Head.  **AMA MATERIAL ACTION AND ADDITION ADDITION AND ADDITION AN	Envolgned 1st supragu 2nd	rd 4	th	5 <sup>th</sup>	6th stad	
attach additional sheets.  ercent of: Vorking Time:  **DUTIES**  *		1 [	1	[]		1
b) Conducts Examination (midterm/final/long exam/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to the department head two weeks after fina examination  2. Member in different committees and participate in co-curricular activities 3. Conduct research and extension activities. 4. Perform other functions assigned by the Department Head.		,ne	f the position			
None  HEREBY CI RTIFY that the above answers are accurate and complete.    None	b) Conducts Examination (midter c) Checks test papers and return d) Submits grade sheet and turn of examination 3 % 2. Member in different committees and 10 % 3. Conduct research and extension act 2 % 4. Perform other functions assigned by	m/final/long e week after e ver class reco d participate i ivities.	exam/quizze xam. rds to the d	es).	nt head two weeks after f	inal
HEREBY CTRIFY that the above answers are accurate and complete.    ANALYM M. MAZO			athis work.			23b. Lice
You II, 7WE Signature and Tale of Immediate Supervisor PROVED  SUPERVISOR  SUP	complete.	Une official				24. LHE
Date  Signature and Tale of Immediate Supervisor  PROVED  ACCISMO						
ANSWEL BACKSMO	Signature and Title of Intrachate					
Date Date	hair				OVED	25. APPI
Date 10 Date	CONSET BYCKING					
	A 10 10 10 10 10					

MANYER	
14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION OF NEXT HIGHER SUPERVISOR
Department Head	Dean Dean
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DON'T by their item nos. and titles)  None	DIRECTLY SUPERVISE (if more than (7) list
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly microscope, computer, etc.	
18. CONTACT	19. WORKING CONDITION
Occasional Frequent  General Public [X] [] Other Agencies [] [] Supervisors [] [] Management [] [] Others (Specify) [] []	Normal Working Condition [X] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Other's (Specify) [ ]
20. I CERTIFY that the above answers are accurate and comp	
PROVINCE 1	TIME OF AMERICA
11 May 2015	MONIMI K
Date	Signature of Employee
22. Describe briefly the general function of the position.  To deliver instruction, conduct research & extension a	ctivities. In box 100 relies bengizes selfor of 100 100 100 100 100 100 100 100 100 10
23a. Indicate the required qualifications by years and kind of vacancy for this position. (Keep the position in mind rat incumbent. This item should be filled for all positions of Education:  M.S. degree holder	ther than the qualifications of the present ther than teaching). The observation of the present there than teaching). The observation of the present than the qualifications of the present than the qualification of the qualifications of the present than the qualification of the qualifi
	2.75 et forfare before finctions assigned by the times
23b. Licenses or certificates required to do this work, if any.  None	
24. I HEREBY CERTIFY that the above answers are accurate	e and complete.
	g, may
Date	ANALYN M. MAZO
Date	Signature and Title of Immediate Supervisor
25. APPROVED	Supervisor
23. MINOTED	1.00
	Am
	JOSE L. BACUSMO
Date	Head of Agency