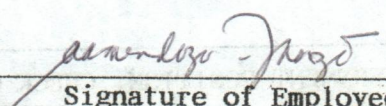


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|--|--|--|--|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)  |  | 1. NAME OF EMPLOYEE<br>MAZO ANALYN MENDOZA<br>(Family Name) (Given Name) (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br>Visayas State College of Agriculture  |  | 3. BUREAU OR OFFICE  |  |
| 4. DEPT./BRANCH/DIVISION<br>PLANT PROTECTION   |  | 5. WORK STATION/PLACE OF WORK<br>VISCA, BAYBAY LEYTE                                   |  |
| 6a. PRES. APPRO. ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.  |  | 7a. SALARY P.A.:<br><br>7b. OTHER COMPENSATION:  |  |
| 6b. PREV. APPRO ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.   |  |  |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br>INSTRUCTOR 1  |  | 9. WORKING PROPOSED TITLE  |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION  |  | 11. OCCUPATION GROUP TITLE<br>(leave blank)  |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/><br><div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st<br/><input type="checkbox"/></div> <div>2nd<br/><input type="checkbox"/></div> <div>3rd<br/><input type="checkbox"/></div> <div>4th<br/><input type="checkbox"/></div> <div>5th<br/><input type="checkbox"/></div> <div>6th<br/><input type="checkbox"/></div> </div> |  |  |  |
| 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  |  |  |  |
| Instruction :<br>- 90% : Handles Biology and Zoology laboratory classes  |  |  |  |
| Research :<br>- 5% : Study leader of the study entitled "CRM of Baybay"  |  |  |  |
| Other responsibilities :<br>- 5% :<br>Member of the DPP library committee<br>Member of the DPP Socio-cultural committee<br>Member of the DPP Museum committee  |  |  |  |



| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br>DEPARTMENT HEAD  | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br>DIRECTOR OF INSTRUCTION |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
|--|---|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|--|--------------------------|-----|------------|-----|-------------|-----|---------------------------|-----|------------------|-----|
| 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.  |   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| 18. CONTRACT<br><br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table> |   | Occasional | Frequent | General Public | [ ] | [ ] | Other Agencies | [ ] | [ ] | Supervisors | [ ] | [ ] | Management | [ ] | [ ] | Other (Specify) | [ ] | [ ] | 19. WORKING CONDITION<br><br><table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table> | Normal Working Condition | [ ] | Field Work | [ ] | Field Trips | [ ] | Exposed to Varied Weather | [ ] | Others (Specify) | [ ] |
|  | Occasional  | Frequent   |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| General Public   | [ ]   | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Other Agencies   | [ ]   | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Supervisors  | [ ]   | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Management   | [ ]   | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Other (Specify)  | [ ]   | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Normal Working Condition   | [ ]   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Field Work   | [ ]   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Field Trips  | [ ]   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Exposed to Varied Weather  | [ ]   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| Others (Specify)   | [ ]   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| 20. I CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>OCTOBER 28, 1998</u><br/>           Date         </div> <div style="width: 45%; text-align: right;"> <br/>           Signature of Employee         </div> </div>  |   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| 21. Describe briefly the general function of the Unit or Section.  |   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| 22. Describe briefly the general function of the position.   |   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| 23a. <u>Handles classes on Biology and Zoology</u><br>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).<br><br>Education: Bachelor's degree in the area of specialization<br>Experience: None required  |   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| 23b. Licenses or certificates required to do this work, if any.  |   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>30 October 1998</u><br/>           Date         </div> <div style="width: 45%; text-align: right;"> <u>BIMBO T. MANDRAS, Ph.D.</u><br/>           Signature and Title of Immediate Supervisor         </div> </div>  |   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |
| 25. APPROVED:<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____<br/>           Date         </div> <div style="width: 45%; text-align: right;"> <u>SAMUEL S. GO, Ph.D.</u><br/>           Head of Agency         </div> </div>   |   |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |     |            |     |             |     |                           |     |                  |     |