

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>POLIOUIT ROSALINA DIALIMAS</b> (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/</b> <b>LOCAL GOVERNMENT</b> <b>LEYTE STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>LSU</b>	
<b>4. DEPT./BRANCH/DIVISION</b> <b>Dept. of Biological Sciences</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>LSU</b>	
<b>6a. PRES. APPRO.</b> ACT/ <input checked="" type="checkbox"/> BOARD RES/ ORD NO.	<b>6b. PREV. APPRO.</b> ACT/ <input type="checkbox"/> BOARD RES/ ITEM NO.	<b>7a. SALARY P.A.:</b> <b>P 159,600.00</b> <b>7b. OTHER COMPENSATION: PERA/ACA</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Assistant Professor I		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attach additional sheets.			
Percent of Working Time:			
<b>DUTIES:</b>			
75 %	- Teaches undergraduate courses in biology and related fields.		
20 %	- Conducts research & extension activities in biology and related fields.		
5 %	- Performs other duties assigned by immediate supervisor from time to time.		
100 %			



259

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION OF NEXT HIGHER SUPERVISOR

Dean

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles)

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

microscope, computer, etc.

18. CONTACT

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

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"/>

20. I CERTIFY that the above answers are accurate and complete.

January 9, 2007

Date

ROSALINA D. POLIQUIT

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To deliver instruction, conduct research & extension activities in biology and related fields.

22. Describe briefly the general function of the position.

To deliver instruction, conduct research & extension activities.

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: Bachelor's degree relevant to the job.

Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.

23b. Licenses or certificates required to do this work, if any.

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

1-9-06

Date

BEATRIZ S. BELONIAS

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency