
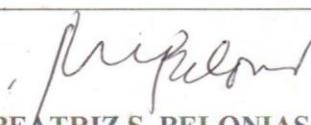
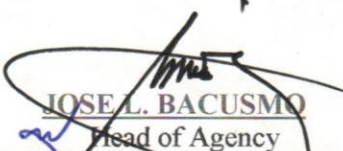


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>FLANDEZ      ART RUSSEL      REOMA</b> (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION <b>Dept. of Biological Sciences</b>		5. WORK STATION/PLACE OF WORK <b>VSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <b>(N471-5-2025)</b>	
		7a. SALARY P.A.: <b>₱ 20,712.00</b>	
		7b. OTHER COMPENSATION: PERA/ACA <b>₱ 24,000.00</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 [ ]      PROVINCE [ ] <div>1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>      5<sup>th</sup>      6<sup>th</sup> [ ]      [ ]      [ ]      [ ]      [ ]      [ ]</div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		<b>DUTIES</b>	
85 %		1. Teaches assigned subject and performs other teaching related functions, among others the following: a. Prepared teaching materials/ guides and submit to department head. b. Conducts examination (mid/ final / long hours / quizzes). c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head two weeks after final examination.	
5 %		2. Member in different committees.	
5 %		3. Participate in the co-curricular activities.	
5 %		4. Perform other function assigned by the Department Head.	
100 %			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Department Head</b>		15. POSITION OF NEXT HIGHER SUPERVISOR <b>Dean</b>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <b>None</b>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>microscope, computer/laptop, LCD Projector etc.</b>			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[X]	[ ]	Normal Working Condition [X]
Other Agencies	[X]	[ ]	Field Work [ ]
Supervisors	[ ]	[X]	Field Trips [ ]
Management	[ ]	[X]	Exposed to Varied Weather [ ]
Others (Specify)	[ ]	[X] students	Other's (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div> <u>                    </u> Date </div> <div>   <b>ART RUSSEL R. FLANDEZ</b>  Signature of Employee </div> </div>			
21. Describe briefly the general function of the Unit or Section. <b>To deliver instruction, conduct research &amp; extension activities in biology and related fields.</b>			
22. Describe briefly the general function of the position. <b>To deliver instruction, conduct research &amp; extension activities.</b>			
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: <b>B.S. degree in the area of specialization.</b> Experience: <b>None</b>			
23b. Licenses or certificates required to do this work, if any. <b>None</b>			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div> <b>Jan. 3, 2016</b>  <u>                    </u>  Date </div> <div>   <b>BEATRIZ S. BELONIAS</b>  Signature and Title of Immediate Supervisor </div> </div>			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div> <u>                    </u> Date </div> <div>   <b>JOSE L. BACUSMO</b>  Head of Agency </div> </div>			