

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE	
		BANDE	MARLITO JOSE MODINA
		(Family Name)	(Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)		5. WORK STATION/PLACE OF WORK VISCA, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:	
		7b. OTHER COMPENSATION: PERA/ACA P24,000.00 (P.A.)	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		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"/>] PROVINCE []			
1 ST 2 ND 3 RD 4 TH 5 TH 6 TH			
[] [] [] [] [] []			
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%		INSTRUCTION 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 hurs/quizzes). c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head tow weeks after final examination. 2. Member in different committees. 3. Participate in the co-curricular activities.	
30%		RESEARCH/EXTENSION AND OTHERS 1. Conducts research and extension project, i.e. Rainforestation Farming Monitoring and Advocacy, and LSU-Nature Park (Natural Resource Management); 2. Submits periodic research/extension reports and terminal reports; 3. Acts as resource persons and presents paper in seminars/trainings/conferences/symposia; 4. Attends seminar/conferences/trainings; 5. Participates in meetings and departmental/college/universities activities; and 6. Attends committee meetings and acts as committee member	
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR, ITEEM		15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR DEAN, COLLEGE OF FORESTRY & ENVI. SCIENCE	
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. BALLPEN, PENCIL, DESKTOP/LAPTOP COMPUTER & PRINTER, WHITEBOARD & PENS, LCD PROJECTOR			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[]	[✓]	Normal Working Condition [✓]
Other Agencies	[✓]	[]	Field Work [✓]
Supervisors	[]	[✓]	Field Trips [✓]
Management	[]	[✓]	Exposed to Varied Weather [✓]
Others (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete.			
_____ DATE		MARLITO JOSE M. BANDE SIGNATURE OF EMPLOYEE	
21. Describe briefly the general function of the Unit or Section. The Institute is geared towards the 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.			
22. Describe briefly the general function of the position. To perform the three-fold functions which are instruction, research, extension including production activities.			
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: <i>B.S. degree in the area of specialization.</i> Experience:			
24. Licenses or certificates required to do this work, if any.			
25. I HEREBY CERTIFY that the above answers are accurate and complete.			
_____ <i>5/16/2012</i> DATE		<i>Humberto R. Montes, Jr.</i> HUMBERTO R. MONTES, JR. SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR	
26. APPROVED			
_____ DATE		<i>Jose L. Bacusmo</i> JOSE L. BACUSMO HEAD OF AGENCY	