
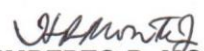
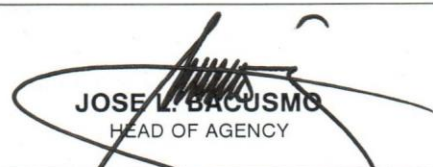


<div>REPUBLIC OF THE PHILIPPINES</div> <div>BC-CSC Form No. 1</div> <div>(POSITION DESCRIPTION FORM)</div>		1. NAME OF EMPLOYEE	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		BANDE MARLITO JOSE M	
		(Family Name) (Given Name) (Middle Name)	
VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)		VISCA, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/	6b. PREV. APPRO ACT/	7a. SALARY P.A.:	
BOARD RES/ ORD. NO.	BOARD RES/ ITEM NO.	7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
ASST. PROF. II			
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 []			
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 lectures and laboratory classes; 2. Corrects and returns examination papers, quizzes, laboratory exercises, term paper, etc. of students; 3. Computes and submits grades to Registrar's Office/Graduate School Office; 4. Prepares teaching guides/course outline and submits copy to OCIMD; and 5. Reports for student consultation		
30%	Research/Extension and Others 1. Conducts research and extension project/activities, i.e., Monitoring and Evaluation of RF Sites and Environmental Education and Advocacy; PPP Abaca Project; 2. Conducts trainings/workshops on Rainforestation Farming technology; 3. Submits periodic research/extension reports and terminal reports; 4. Acts as resource persons/facilitator in seminars/trainings/conferences/symposia; 5. Attends seminars/conferences/trainings; 6. Produces IEC materials and training modules; 7. Participates in meetings and departmental/college/universities activities; and 8. Attends committee meetings and acts as committee member.		
100%			

627
10-12

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	[<input checked="" type="checkbox"/>]	[]	Normal Working Condition [<input checked="" type="checkbox"/>]
Other Agencies	[<input checked="" type="checkbox"/>]	[]	Field Work [<input checked="" type="checkbox"/>]
Supervisors	[]	[<input checked="" type="checkbox"/>]	Field Trips [<input checked="" type="checkbox"/>]
Management	[]	[<input checked="" type="checkbox"/>]	Exposed to Varied Weather [<input checked="" type="checkbox"/>]
Others (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <u>25 June 2013</u> DATE </div> <div>  MARLITO JOSE M. BANDE SIGNATURE OF EMPLOYEE </div> </div>			
21. Describe briefly the general function of the Unit or Section. 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 responsibly serve as Asst. Professor, Researcher & Extensionist for the Institute and the University.			
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: Masteral degree in the field of specialization. Experience:			
24. Licenses or certificates required to do this work, if any.			
25. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <u>27 June 2013</u> DATE </div> <div>  HUMBERTO R. MONTES, JR. SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR </div> </div>			
26. APPROVED <div style="display: flex; justify-content: space-between;"> <div> DATE </div> <div>  JOSE L. BACUSMO HEAD OF AGENCY </div> </div>			