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/	6b. PREV. APPRO ACT/	7a. SALARY P.A.:
BOARD RES/ ORD. NO.	BOARD RES/ ITEM NO.	7b. OTHER COMPENSATION: **PERA/ACA** (P.A.)

8. OFFICIAL DESIGNATION OF POSITION **ASSISTANT PROFESSOR II**	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 [ ]
1ST 2ND [ ] [ ]	3RD 4TH [ ] [ ]	5TH 6TH [ ] [ ]

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 hrs/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% _____ 100%	**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

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR
DIRECTOR, ITEEM	**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	Occasional	Frequent	19. WORKING CONDITION	
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.

01 June 2012
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, and extension as well as 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: B. S. degree in the area 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.

14 June 2012
DATE

HUMBERTO R. MONTES, JR.
SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR

26. APPROVED

_____
DATE

JOSE L. BACUSMO
HEAD OF AGENCY