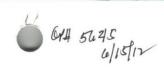
REPUBLIC OF THE PHILIPPINES				NAME OF EMP	LOYEE	
	BC-CSC Form No. 1			BANDE	MARLITO JOSE	MODINA
	(POSITION I	DESCRIPTION FORM)		(Family Name)	(Given Name)	(Middle Name)
2.	DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3.	BUREAU OR O	FFICE	
	VISAYAS	STATE UNIVERSITY				
4.	DEPT./BRANCH/DIVISION			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/	78	a. SALARY P.A.:		
	BOARD RES/	BOARD RES/	7t	o. OTHER COMP	ENSATION: PERA/AC	CA
	ORD. NO.	ITEM NO.			(P.A.)	
8.	OFFICIAL DESIGNA	ATION OF POSITION	9.	WORKING PROPOSED TITLE		
		ANT PROFESSOR II				
10.	WAPCO CLASSIFICATION OF THIS POSITION		11	11. OCCUPATION GROUP TITLE		
					(leave blank)	
12.	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.	13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.					
	PERCENT OF WORKING TIME			DUTIES		
	70%	INSTRUCTION 1. Teaches assigned subject ar	nd nerfo	rms other teaching	related functions, amor	a others the
		following:	ia perio	ims other teaching	related fulletions, amor	ig others the
	a. Prepared teaching materials/guides and					
	b. Conducts examination (mid/final c. Checks test papers and return 1					
	d. Submits grade sheet and turn			n over class records to department head tow weeks after final		
	examination. 2. Member in different committees.					
	Participate in the co-curricular activiti			ies.		
	30% RESEARCH/EXTENSION AND OTHERS					
	Conducts research and extension page 1.			project, i.e. Rainforestation Farming Monitoring and		
Advocacy, and LSU-Nature Park (Natur 2. Submits periodic research/extension rep						
Acts as resource persons and presents				nts paper in semina		s/symposia;
4. Attends seminar/conferences/training5. Participates in meetings and department						
	*	6. Attends committee meetings				
	100%					
	1 2.89	*				

· · · · · ·



14.	POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR			
	DIRECTOR, ITEEM	DEAN, COLLEGE OF FORESTRY & ENVI. SCIENCE			
16.	5. 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				
10					
18.	CONTACT Occasional Frequent General Public [] [√] Other Agencies [√] [] Supervisors [] [√] Management [] [√] Others (Specify) [] []	Normal Working Condition [✓] Field Work [✓] Field Trips [✓] Exposed to Varied Weather [✓] Others (Specify) []			
20.	I CERTIFY that the above answers are accurate and comp	elete.			
	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: 3. 4. 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. BACUSINO HEAD OF AGENCY			
		X V			