

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CESAR SENONA ARAZO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE COLLEGE OF ARTS AND SCIENCES	
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ RA 8522 BOARD RES/ ORD NO. ITEM NO. VISCA B Visca Prof 1-13		6b. PREV. APPRO. ACT/ BOARD RES/ ORD NO. ITEM NO.	
		7a. SALARY P.A.: P410, 772.00	
		7b. OTHER COMPENSATION: PERA/ACA P24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ASSOCIATE PROFESSOR		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>1st 2nd 3rd 4th 5th 6th</div> <div>[] [] [] [] [] []</div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
75 %		- Teaches both undergraduate and graduate courses in biological sciences and allied fields and other teaching related functions	
15 %		- Conducts relevant researches on marine sciences	
5 %		- Does extension works especially on bringing the results of research to clientele	
5%		- Performs other functions assigned by the supervisor.	
100 %			

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 04/17/14

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>	15. POSITION OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list) Only by their item nos. and titles) <div style="text-align: center;">None</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Computer and other multimedia equipment, overhead projector, SCUBA gear, laboratory equipment</div>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[X]	Supervisors	[]	[X]	Management	[X]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[X]</td> </tr> </table>	Normal Working Condition	[]	Field Work	[X]	Field Trips	[X]	Exposed to Varied Weather	[X]	Other's (Specify)	[X]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>December 12, 2014</u> Date </div> <div style="text-align: center;"> <u>SENONA A. CESAR</u> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; margin-top: 10px;">To deliver instruction, conduct research & extension for Biological Sciences</div>																													
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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). <div style="margin-top: 10px;"> Education: Relevant masteral degree Experience: None 2 hrs of relevant experience; 8 hrs of relevant training. </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">None</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>Dec 12, 2014</u> Date </div> <div style="text-align: center;"> <u>ANALYN M. MAZO</u> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> <u>JOSE L. BACUSMO</u> Head of Agency </div> </div>																													