

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Bitacura Jayron Gasparay (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences/CAS		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.:	
6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7b. OTHER COMPENSATION: PERA / ACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE X	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT MUNICIPALITY []		POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS CITY [] PROVINCE []	
1st []		2nd []	
3rd []		4th []	
5th []		6th []	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time:		D U T I E S	
85% 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 hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.			
5% 2. Member in different committees.			
5% 3. Participate in the co-curricular activities.			
5% 4. Perform other functions assigned by the Department Head.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">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; font-size: 1.2em;">None</div>																																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.2em;">Microscope, Computer, etc.</div>																																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> <td></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> <td></td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> <td></td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> <td>students</td> </tr> </tbody> </table>		Occasional	Frequent		General Public	[X]	[]		Other Agencies	[X]	[]		Supervisors	[]	[X]		Management	[]	[X]		Other (Specify)	[]	[X]	students	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;">[X]</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;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	Occasional	Frequent																																	
General Public	[X]	[]																																	
Other Agencies	[X]	[]																																	
Supervisors	[]	[X]																																	
Management	[]	[X]																																	
Other (Specify)	[]	[X]	students																																
Normal Working Condition	[X]																																		
Field Work	[X]																																		
Field Trips	[]																																		
Exposed to Varied Weather	[]																																		
Others (Specify)	[]																																		
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.2em;">Nov. 25, 2010</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 0.8em;">JAYDON G. BITACURA Signature of Employee</div> </div> </div>																																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.2em;">To deliver instruction, conduct research, and extension activities in biology and related fields</div>																																			
22. Describe briefly the general function of the position. <div style="text-align: center; font-size: 1.2em;">To deliver instruction, conduct research and extension activities</div>																																			
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="font-size: 0.9em;"> Education: B. S. degree in the area of specialization. Experience: None </div>																																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; font-size: 1.2em;">None</div>																																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.2em;">Nov. 26, 2010</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 0.8em;">BEATRIZ S. BELONIAS Signature and Title of Immediate Supervisor</div> </div> </div>																																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																																			