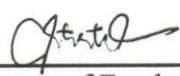
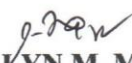


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BATISTEL CHERYL COSTILLAS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE College of Arts and Sciences	
4. DEPT./BRANCH/DIVISION Dept. of Biological Sciences		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO. 6b. PREV. APPRO. ACT/ ACT/ BOARD RES/ BOARD RES/ ORD NO. ITEM NO. Visca - INV 1-30-2017		7a. SALARY P.A.: ₱ 247,812.4 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		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: DUTIES			
60 % 35 % 5 % 100 % - Teach undergraduate courses in biology and related fields. - Conduct research & extension activities in biology and related fields. - Performs other duties assigned by immediate supervisor from time to time.			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION OF NEXT HIGHER SUPERVISOR Dean																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) None																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. microscope, computer, etc.																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒ students</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☒	☐	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☒	Others (Specify)	☐	☒ students	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">☒</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>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>	Normal Working Condition	☒	Field Work	☒	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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Other's (Specify)	☐																												
20. I CERTIFY that the above answers are accurate and complete. <u>21 April 2016</u> Date  Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To deliver instruction, conduct research & extension activities in biology and related fields.																													
22. Describe briefly the general function of the position. To deliver instruction, conduct research & extension activities.																													
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). Education: M.S. degree holder Experience: None																													
23b. Licenses or certificates required to do this work, if any. None																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date  ANALYN M. MAZO Signature and Title of Immediate Supervisor																													
25. APPROVED Date  EDGARDO E. TULIN Head of Agency																													