REPUBLIC OF THE PHILIPPINES  BC-CSC Form No. 1  (Position Description Form)		1. NAME OF EN	1. NAME OF EMPLOYEE		
		BITACURA	<b>JAYZON</b>	GASPAY	
		(Family Name)	(Given Name)	(Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/		3. BUREAU OR	OFFICE	D. L. H. M. P. C. P. J. C. C.	
LOCAL GOVERNMENT		. 2010110 010	Per de la la constitución de la		
VISAYAS STATE UNIVERSITY		1	Visayas State University		
	AUG HILLS PIDS DIE TA	THE STATE OF THE	11/201 11/21		
4. DEPT./BRANCH/DIVISION		5. WORK STAT	5. WORK STATION/PLACE OF WORK		
Dept. of Biological Sciences/CAS			Visca, Baybay, Leyte		
6a. PRES. APPRO. 6b. PREV. APPRO.		7a. SALARY P.		1 2 1 7 1 7 1	
ACT/	ACT/	CT/ - I land - A			
BOARD RES/	BOARD RES/	7b. OTHER COM	7b. OTHER COMPENSATION: PERA/ACA		
ORD NO.	ITEM NO.			Comment the	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING P	9. WORKING PROPOSED TITLE		
INSTRUCTOR	12.3		MSC 1 1 4 47		
10. WAPCO CLASSIFICATION OF	THIS POSITION	11. OCCUPATION	ON GROUP TITLE	711. 18 per 1919	
		(leave blan	k)		
12. FOR LOCAL GOVERNMENT P	OSITION, CHECK	GOVERNMENTAL U	JNIT AND UNIT'S	CLASS	
MUNICIPALITY [ ]	CITY [		PROVINCE [ ]		
1 st	2 <sup>nd</sup> 3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup> 6 <sup>th</sup>	12	
		[-]		- 1 1	
<ol><li>STATEMENT OF DUTIES AND attach additional sheets.</li></ol>	RESPONSIBILITII	ES. If more space is no	eeded, please	ans offered of for age of	
Percent of :					
Working Time:	ther ygriold af on	DUTIES		Call Court Park Control	
60 %	- Teach undergraduate courses in biology and related fields.				
		(1/27) 10 1 /122 30 3	gy and related fields	19 1 1 T	
35 %	- Conduct research & extension activities in biology and related fields.				
	en tables for manuals folimal remarkes whome a fillulation in a fill and sensited is				
5 %	- Performs other duties assigned by immediate supervisor from time to time.			from time to time.	
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				Check Terrapel C	
100 %				THE REAL PROPERTY.	
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312 7 N N ST T					

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION OF NEXT HIGHER			
The company of the co	SUPERVISOR			
Department Head	Dean			
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU I	DIRECTLY SUPERVISE (if more than (7) list			
Only by their item nos. and titles)				
None	47 APP (194 F C C L 2 2 L 2 L 2 L 2 L 2 L 2 L 2 L 2 L			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly	in performance of work.			
34 W. J. 10 Phys. (2012) climy a				
microscope, computer, etc.	JAW special delication of the control of the contro			
18. CONTACT	19. WORKING CONDITION			
Occasional Frequent	Normal Working Condition			
General Public [X] [ ]	Field Work [X]			
Other Agencies [X] [ ]	Field Trips [ ]			
Supervisors [ ] [X]	Exposed to Varied Weather [ ]			
Management [ ] [X]	Other's (Specify) [ ]			
Others (Specify) [ ] [X] students				
20 I CEPTIEV de de la company	1.			
20. I CERTIFY that the above answers are accurate and comp	plete.			
10.030	Mertinan			
October 10, 2016	JAYZON G. BITACURA			
Date	Signature of Employee			
Date	Signature of Employee			
21. Describe briefly the general function of the Unit or Sectio	n			
21. Describe offerty the general function of the Offit of Section.				
To deliver instruction, conduct research & extension a	ectivities in biology and related fields.			
, and i diameter in the second of the second				
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 rat				
incumbent. This item should be filled for all positions other than teaching).				
Education: MS Degree holder				
Experience: None				
221 1				
23b. Licenses or certificates required to do this work, if any.				
None  24. I HEREBY CERTIFY that the above answers are accurate	and annulate			
24. I FIERED I CERTIF I tilat tile above allswers are accurate	e and complete.			
	1.20			
	ANALYN M. MAZO			
Date	Signature and Title of Immediate			
Date	Supervisor			
25. APPROVED	ouper visor			
	4.4			
	Chlyral			
	EDGARDO E. TULIN			
Date	# Head of Agency			

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