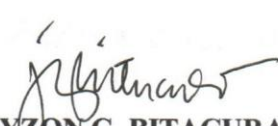
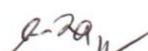



<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>BITACURA      JAYZON      GASPAY</b> (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>Visayas State University</b>	
4. DEPT./BRANCH/DIVISION <b>Dept. of Biological Sciences/CAS</b>		5. WORK STATION/PLACE OF WORK <b>Visca, Baybay, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:  7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>INSTRUCTOR I</b>		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 [ ]  1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> [ ]      [ ]      [ ]      [ ]      [ ]      [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time:		<b>DUTIES</b>	
60 %  35 %  5 %  100 %		<ul style="list-style-type: none"><li>- Teach undergraduate courses in biology and related fields.</li><li>- Conduct research &amp; extension activities in biology and related fields.</li><li>- Performs other duties assigned by immediate supervisor from time to time.</li></ul>	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Department Head</b>		15. POSITION OF NEXT HIGHER SUPERVISOR <b>Dean</b>																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <b>None</b>																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>microscope, computer, etc.</b>																															
18. CONTACT		19. WORKING CONDITION																													
<table><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[X]</td><td>[ ]</td></tr><tr><td>Other Agencies</td><td>[X]</td><td>[ ]</td></tr><tr><td>Supervisors</td><td>[ ]</td><td>[X]</td></tr><tr><td>Management</td><td>[ ]</td><td>[X]</td></tr><tr><td>Others (Specify)</td><td>[ ]</td><td>[X] students</td></tr></tbody></table>			Occasional	Frequent	General Public	[X]	[ ]	Other Agencies	[X]	[ ]	Supervisors	[ ]	[X]	Management	[ ]	[X]	Others (Specify)	[ ]	[X] students	<table><tbody><tr><td>Normal Working Condition</td><td></td></tr><tr><td>Field Work</td><td>[X]</td></tr><tr><td>Field Trips</td><td>[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td>[ ]</td></tr><tr><td>Other's (Specify)</td><td>[ ]</td></tr></tbody></table>		Normal Working Condition		Field Work	[X]	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.  <div><div><u>October 10, 2016</u> Date</div><div> <b>JAYZON G. BITACURA</b> Signature of Employee</div></div>																															
21. Describe briefly the general function of the Unit or Section. <b>To deliver instruction, conduct research &amp; extension activities in biology and related fields.</b>																															
22. Describe briefly the general function of the position. <b>To deliver instruction, conduct research &amp; extension activities.</b>																															
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: <b>MS Degree holder</b>  Experience: <b>None</b>																															
23b. Licenses or certificates required to do this work, if any. <b>None</b>																															
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div><div><u>                    </u> Date</div><div> <b>ANALYN M. MAZO</b> Signature and Title of Immediate Supervisor</div></div>																															
25. APPROVED  <div><div><u>                    </u> Date</div><div> <b>EDGARDO E. TULIN</b> Head of Agency</div></div>																															