

|  |   |  |  |
|--|---|--|--|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)  |   | 1. NAME OF EMPLOYEE<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Belonias</span> <span>Beatriz</span> <span>Satentes</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div> |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><div style="margin-top: 10px;">Visayas State University, Baybay City, Leyte</div>   |   | 3. BUREAU OR OFFICE<br><div style="margin-top: 10px;">College of Arts and Sciences</div>   |  |
| 4. DEPT./BRANCH/DIVISION<br><div style="margin-top: 10px;">Biological Sciences</div>   |   | 5. WORK STATION/PLACE OF WORK<br><div style="margin-top: 10px;">Baybay City, Leyte</div>   |  |
| 6a. PRES. APPRO.<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.   | 6b. PREV. APPRO<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO. | 7a. SALARY P.A.: P 644,760.00<br><br>7b. OTHER COMPENSATION: P 24,000.00   |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><div style="margin-top: 10px;">Professor II</div>   |   | 9. WORKING PROPOSED TITLE<br><div style="margin-top: 10px;">Professor II</div>   |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION  |   | 11. OCCUPATION GROUP TITLE<br>(leave blank)  |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br><div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY <input type="checkbox"/></span> <span>CITY <input type="checkbox"/></span> <span>PROVINCE <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px; font-size: small;"> <span>1st<br/><input type="checkbox"/></span> <span>2nd<br/><input type="checkbox"/></span> <span>3rd<br/><input type="checkbox"/></span> <span>4th<br/><input type="checkbox"/></span> <span>5th<br/><input type="checkbox"/></span> <span>6th<br/><input type="checkbox"/></span> </div>  |   |  |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.  |   |  |  |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">           Percent of :<br/>Working Time:         </div> <div style="width: 60%; text-align: center;">           D U T I E S         </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>30%</span> <span>Teach graduate and undergraduate courses.</span> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>30%</span> <span>Conduct research and extension activities.</span> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>40%</span> <span>Perform administrative function.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>100%</span> <span></span> </div> </div> |   |  |  |



179

09/15/21

|   |  |
|---|--|
| POSITION TITLE OF IMMEDIATE SUPERVISOR<br>Department Head | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br>Dean |
|---|--|

NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

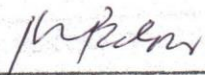
MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
Computer, LCD projector, Camera, Laboratory equipment

|                 |            |          |                           |       |
|-----------------|------------|----------|---------------------------|-------|
| CONTRACT        | Occasional | Frequent | 19. WORKING CONDITION     |       |
| General Public  | [ X ]      | [ ]      | Normal Working Condition  | [ X ] |
| Other Agencies  | [ ]        | [ ]      | Field Work                | [ ]   |
| Supervisors     | [ ]        | [ ]      | Field Trips               | [ ]   |
| Management      | [ ]        | [ ]      | Exposed to Varied Weather | [ ]   |
| Other (Specify) | [ ]        | [ ]      | Others (Specify)          | [ ]   |

I CERTIFY that the above answers are accurate and complete.

Dec. 3, 2014

Date



Signature of Employee

Describe briefly the general function of the Unit or Section.  
Provide or offer undergraduate and graduate programs in biology and related fields, conduct research and extension in these fields.

22. Describe briefly the general function of the position.  
Provide instruction, conduct research and extension in biology, botany and other related fields.

a. 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: Relevant masteral degree  
none

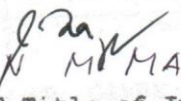
Experience: 5 yrs of relevant experience; 32 hrs of relevant training.

b. Licenses or certificates required to do this work, if any.  
none

I HEREBY CERTIFY that the above answers are accurate and complete.

Dec. 3, 2014

Date

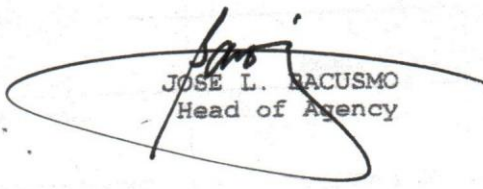


ANALYN M. MAZO

Signature and Title of Immediate Supervisor

APPROVED:

Date



JOSE L. MACUSMO

Head of Agency