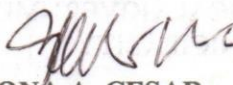




<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>CESAR      SENONA      ARAZO</b> (Family Name)    (Given Name)    (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>College of Arts and Sciences</b>	
4. DEPT./BRANCH/DIVISION <b>Dept. of Biological Sciences</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: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION <b>ASSISTANT PROFESSOR III</b>		9. WORKING PROPOSED TITLE <b>ASSOCIATE PROFESSOR I</b>	
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 [ ] <div>1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>      5<sup>th</sup>      6<sup>th</sup> [ ]      [ ]      [ ]      [ ]      [ ]      [ ]</div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		<b>DUTIES</b>	
80 %		- Teaches – basic courses (Biology, Zoology) - major course (Marine Ecosystem) - team teaches (Biological Diversity)	
10 %		- Conducts relevant researches on marine sciences	
5 %		- Does extension works especially on bringing the results of research to clientele	
5%		- Handles administrative role for the Aquatic Ecosystem Division as affiliate staff of the Institute of Tropical Ecology	
100 %			

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">Department Head</div>	<b>15. POSITION OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">College Dean</div>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7) list Only by their item nos. and titles)  <div style="text-align: center;">None</div>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  <div style="text-align: center;">Computer/Laptop, LCD, overhead projector, diver gear, microscope</div>																													
<b>18. CONTACT</b>  <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<b>19. WORKING CONDITION</b>  <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Normal Working Condition	<input type="checkbox"/>	Field Work	<input checked="" type="checkbox"/>	Field Trips	<input checked="" type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input checked="" type="checkbox"/>
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Dec. 7, 2011</u> Date </div> <div style="text-align: center;">   <b>SENONA A. CESAR</b> Signature of Employee </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b>  <div style="text-align: center;">To deliver instruction, conduct research &amp; extension for Biological Sciences</div>																													
<b>22. Describe briefly the general function of the position.</b>  <div style="text-align: center;">To deliver instruction for Biological Sciences and conduct research on marine sciences</div>																													
<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).</b>  Education:    M.S. degree holder  Experience:    None																													
<b>23b. Licenses or certificates required to do this work, if any.</b> <div style="text-align: center;">None</div>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Dec. 7, 2011</u> Date </div> <div style="text-align: center;">   <b>ROSALINA D. POLIQUIT</b> Signature and Title of Immediate Supervisor </div> </div>																													
<b>25. APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 100px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b> Head of Agency </div> </div>																													