

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>BATISTEL      CHERYL      COSTILLAS</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 City, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <b>1091-20-2017</b>	7a. SALARY P.A.: <b>P239,280</b> 7b. OTHER COMPENSATION: PERA/ACA <b>P24,000</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>	
80 % 1. Teaches assigned subject and perform other teaching related functions, as follows: a) Prepare teaching materials/guides and submit to the department head b) Conducts Examination (midterm/final/long exam/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to the department head two weeks after final examination			
3 % 2. Member in different committees and participate in co-curricular activities			
15 % 3. Conduct research and extension activities.			
2 % 4. Perform other functions assigned by the Department Head.			
100 %			
Signature and Title of Immediate Supervisor  <b>ANGEL M. MAZU</b>		Date  <b>May 11, 2017</b>	
Signature and Title of Head of Agency  <b>JOSE L. BACASMO</b>		Date  <b>May 11, 2017</b>	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;"><b>Department Head</b></div>	15. POSITION OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;"><b>Dean</b></div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles)  <div style="text-align: center;"><b>None</b></div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center;"><b>microscope, computer, etc.</b></div>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;">Occasional</th> <th style="width: 30%; text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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;">[ ]</td> </tr> </table>		Occasional	Frequent	General Public	[X]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</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> </table>	Normal Working Condition	[X]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>11 May 2015</u> Date         </div> <div style="width: 45%; text-align: center;">             _____ Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;"><b>To deliver instruction, conduct research &amp; extension activities in biology and related fields.</b></div>																													
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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>M.S. degree holder</b>  Experience: <b>None</b>																													
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;"><b>None</b></div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>May 11, 2015</u> Date         </div> <div style="width: 45%; text-align: center;">   <b>ANALYN M. MAZO</b>            _____ Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">           _____ Date         </div> <div style="width: 45%; text-align: center;">   <b>JOSE L. BACUSMO</b>            _____ Head of Agency         </div> </div>																													