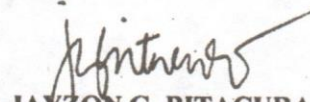
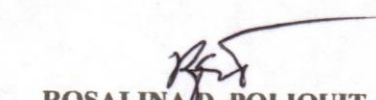
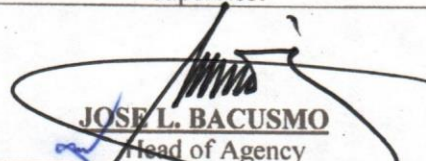


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>BITACURA      JAYZON      GASPAY</b> (Family Name)      (Given Name)      (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY, BAYBAY CITY,          LEYTE</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: P 24, 000.00		
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>		
85 %     5 % 5 % 5 % <hr/> 100 %		1. Teaches assigned subject and performs other teaching related functions, among others the following: a. Prepared teaching materials/ guides and submit to department head. b. Conducts examination (mid/ final / long hours / quizzes). c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head two weeks after final examination. 2. Member in different committees. 3. Participate in the co-curricular activities. 4. Perform other function assigned by the Department Head.		



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/laptop, LCD Projector etc.</b>			
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 CERTIFY that the above answers are accurate and complete.			
<u>December 18, 2012</u> Date		 <b>JAYZON G. BITACURA</b> Signature of Employee	
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>BS 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.			
<u>12/19/12</u> Date		 <b>ROSALINA D. POLIQUIT</b> Signature and Title of Immediate Supervisor	
25. APPROVED		 <b>JOSE L. BACUSMO</b> Head of Agency	
 Date			