

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <div style="text-align: center; font-weight: bold;">Veterinarian II</div>		
<b>2. ITEM NUMBER</b>  <div style="text-align: center; font-size: 1.2em; color: blue;">LS</div>			<b>3. SALARY GRADE</b>  <div style="text-align: center;">SG16, Step 1</div>		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
STATE UNIVERSITIES & COLLEGES			VISAYAS STATE UNIVERSITY		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
Department of Veterinary Clinical Sciences (DVCS)			VSU, BAYBAY CITY, LEYTE		
<b>9. PRESENT APPROP</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
				ACA/PERA P2,000.00	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
Head, DVCS			Dean, College of Veterinary Medicine		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
Veterinary diagnostic equipment and tools, veterinary surgical equipment and tools, and animal treatment facility.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Veterinary Teaching Hospital	
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
The Veterinary Teaching Hospital provides high quality clinical training to veterinary students and offers veterinary diagnosis and treatment for animals in the community.					



**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

Manage daily operations and serve as primary veterinarian of the Veterinary Teaching Hospital.


**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Doctor of Veterinary Medicine	1 year relevant experience	4 hours of relevant training	RA 1080 PRC License
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
21f. Functional Competencies			Competency Level
1. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization			2
2. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of			2
3. Use of Information and Communications Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			2
4. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.			2
5. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.			3
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.			3
21g. Technical Competencies			Competency Level
Provides veterinary services to clients and train veterinary students in a veterinary teaching hospital setting.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
80%	1. In-charge of the Veterinary Teaching Hospital a. Oversees the rotations of veterinary interns and clinical veterinarians. b. arranges staff and student clinician scheduling in coordination with the Clinics Course Instructor c. Ensures the products and services provided are optimal, delivered, and available on time. d. Evaluates client complaints and feedback for appropriate actions. e. Proposes management and operation hospital policies and procedures. f. Creates/Fills-up medical records, prescriptions, and other forms related to/used for a particular patient. g. Directly attend to clients/patients for consultation, surgery, and other veterinary-related service h. Tends to confinement cases hospitalized in the 2. Teaches assigned subjects and performs other teaching related functions, among others, the following:		2

5%	<ul style="list-style-type: none"> <li>a. Prepares and revised teaching materials/guides and submit to department head</li> <li>b. Prepares and gives examinations (mid/final/long/quizzes)</li> <li>c. Checks test papers and returns to students one week after examination</li> <li>d. Submits grade sheets within prescribed period to the Registrar through the department</li> <li>e. Turns over class records to department heads within two weeks after final examination</li> <li>f. Makes himself available for consultation by his/her students during scheduled consultation hours</li> </ul>	2
5%	3. Performs research and/or extension functions, among others the following: <ul style="list-style-type: none"> <li>a. Prepares research/extension proposals</li> <li>b. Implements duly approved research/extension projects within time frame</li> <li>c. Prepares and prepares reports within the prescribed period</li> <li>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations</li> <li>e. Submits output for possible publication/patenting</li> </ul>	2
5%	4. Performs administrative functions (if applicable)	2
5%	5. Performs other functions, among others: <ul style="list-style-type: none"> <li>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions</li> <li>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President</li> </ul>	2

### 23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

  
**RENATO A. DAGANTA JR. November 5, 2024**  
 Employee's Name, Date and Signature

  
**HARVIE P. PORTUGALIZA November 6, 2024**  
 Supervisor's Name, Date and Signature