

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

LAÑADA EUGENE B.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION

DASVM

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO. 95-1

6b. PREV. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱88,440.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

Assoc. Prof.

9. WORKING PROPOSED TITLE

Assistant Professor IV

Assoc. Prof. IV

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 []

1st 2nd 3rd 4th 5th 6th
[] [] [] [] [] []

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working Time

D U T I E S

40%

1. Teaching veterinary subjects to undergraduate students.

15%

2. Extension, field and laboratory veterinary work within the DASVM projects, ViSCA campus and neighboring areas.

15%

3. Basic and applied research activities.

10%

4. Production of laboratory guides, teaching manuals and other instructional aids.

5%

5. Teaching animal health subjects to graduate students.

5%

6. Helps in the improvement of the animal laboratory of DASVM.

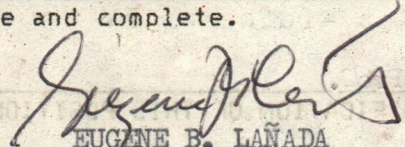

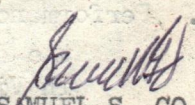
5%

7. Co-curriculum/student-related activities.

5%

8. Performance of other activities which may be required by the department head and/or other higher authorities in ViSCA.

100%

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div> </p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director of Instruction</div> </p>																														
<p>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;">None</div> </p>																															
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, fume hood, microtone, microscope, agar media, waterbath, incubator, oven, petri plates, inoculating loop, alcohol lamp, stethoscope, scalpel, anaerobic jar, centrifuge</p>																															
<p>18. CONTACT haemocytometer, forceps, scissors, fume working cabinet, photomicroscope, etc.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> <th></th> <th style="text-align: center;">X</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td></td> <td style="text-align: center;">X</td> <td>Normal Working Condition</td> <td></td> </tr> <tr> <td>Other Agencies</td> <td></td> <td></td> <td>Field Work</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">X</td> <td></td> <td>Field Trips</td> <td></td> </tr> <tr> <td>Management</td> <td></td> <td></td> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> <td></td> <td>Others (Specify)</td> <td></td> </tr> </tbody> </table>			Occasional	Frequent		X	General Public		X	Normal Working Condition		Other Agencies			Field Work	X	Supervisors	X		Field Trips		Management			Exposed to Varied Weather		Others (Specify)			Others (Specify)	
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>November 14, 1985</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p> EUGENE B. LAÑADA</p> <p>Signature of Employee</p> </div> </div>																															
<p>21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.</p>																															
<p>22. Describe briefly the general function of the position. To provide instruction in Veterinary subjects.</p>																															
<p>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).</p> <p>Education: Masteral degree in the area of specialization plus other requirements per QS of the College.</p> <p>Experience: 3 years relevant experience & 16 hours of relevant training.</p>																															
<p>23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">None</div> </p>																															
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p> SULPECIO C. BANTUGAN</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																															
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p> SAMUEL S. GO</p> <p>Head of Agency</p> </div> </div>																															