

57

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESPINA DINAH MANIWANG (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE VISCA, Baybay, Leyte	
4. DEPT./BRANCH/DIVISION Dept. of Ani. Sci. and Vet. Med. (DASVM)		5. WORK STATION/PLACE OF WORK VisCA, Baybay, Leyte	
6a. PRES. APPRC. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 138,180.00	
7b. OTHER COMPENSATION:			
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I		9. WORKING PROPOSED TITLE Assistant Professor I	
10. WAPCO CLASSIFICATION OF THIS POSITION Assistant Professor I		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 attached additional sheets.			
Percent of Working Time : DUTIES			
80%	:	1. Teach undergraduate animal production courses.	
15%	:	2. Supervise/manage the Duck and Poultry Project of the college.	
5%	:	3. Perform other tasks that maybe assigned by the supervisor.	
100%	:		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director of Instruction																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Mr. Orlando Latras, Laborer																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Teaching materials, poultry equipments, etc.																													
18. CONTRACT <table style="width: 100%;"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">☒</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>Other (Specify)</td><td style="text-align: center;">☐</td><td style="text-align: center;">☐</td></tr></tbody></table>		Occasional	Frequent	General Public	☒	☐	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☐	Other (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">☒</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>Others (Specify)</td><td style="text-align: center;">☐</td></tr></tbody></table>	Normal Working Condition	☒	Field Work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Others (Specify)	☐
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20. I CERTIFY that the above answers are accurate and complete. <u>6/25/98</u> Date DINAH M. ESPINA Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension in the field of Animal Science and Veterinary Medicine.																													
22. Describe briefly the general function of the position. To provide instruction in Animal Science Courses.																													
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: Bahelor's degree relevant to the job Experience: 1 yr relevant experience; 4 hrs relevant training																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>7/1/98</u> Date SULPECIO C. BANTUGAN Dept. Head, DASVM Signature and Title of Immediate Supervisor																													
25. APPROVED: <u> </u> Date SAMUEL S. GO Head of Agency																													