

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DASVM, VISCA, Baybay, Leyte

6a. PRES. APPROP.

ACT/ E.O. 87

BOARD RES./

ORD. NO.

ITEM NO. 6-101

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

10. Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED
ACTUAL

P 31,772.00

7b. OTHER BENEFITS

COLA

9. WORKING PROPOSED TITLE

Instructor

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st

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

Percent of
Working
Time

DUTIES

80%

1. To teach Animal Health courses.

15%

2. In-charge of the cattle project.

5%

3. Performs extension services and other functions which may be assigned by the Department Head.

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 nos. and titles.

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Veterinary equipment and supplies, teaching materials, etc.

18. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (Specify

19. WORKING CONDITION

Normal Working Condition

X

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

20. I CERTIFY that the above answers are accurate and complete.

6/1/89

Date

Eugene B. Landda

Signature of Employee

EUGENE B. LANDDA

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Animal Health courses; to perform extension services.

23.a. Indicate the required qualifications by years and kind of education considered for 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: BS degree with specific area of specialization plus

EXPERIENCE: other requirements per OS of the College.

23b. Licenses or Certificates required to do this work, if any.

None

24. I HEREBY Certify that the above answers are accurate and complete.

6/1/89

Date

Oscar B. Posae

OSCAR B. POSAE - Dept. Head

Signature and Title of
Supervisor

25. APPROVED:

June 2/82

Date

Vicente A. Sutton

VICENTE A. SUTTON
Head of Agency