

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE QUILICOT, ANA MARQUIZA MARTIZANO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE COLLEGE OF VETERINARY MEDICINE	
4. DEPT./BRANCH/DIVISION VETERINARY CLINICAL SCIENCES		5. WORK STATION/PLACE OF WORK VISCA, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 257,232- 7b. OTHER COMPENSATION: P 24,000.00 PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR II		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 [] 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			
85% 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.			
5% 2. Member in different committees.			
5% 3. Participate in the co-curricular activities.			
5% 4. Perform other functions assigned by the Department Head.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPARTMENT HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

NA

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Teaching materials, laboratory equipment

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[]	[]
Supervisors	[]	[X]
Management	[]	[]
Other (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.

26 May 2014

Date

Signature of Employee

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

To provide instruction, research and extension services in the field of Animal Health and Veterinary Medicine.

22. Describe briefly the general function of the position.

To provide instruction and research in Animal Health and Veterinary Medicine 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: Masteral degree in the field of specialization.

Experience:

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

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

26 May 2014

Date

Signature and Title of Immediate Supervisor

Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency