

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Latras Orlando Villariza (Family Name) (Given Name) (Middle Name)													
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE													
4. DEPT./BRANCH/DIVISION Department of Animal Science		5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte													
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:													
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide 1		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															
<table border="0"> <tr> <td>40%</td> <td>1. Pasturing and returning cattle to their shed/cleaning animal shed.</td> </tr> <tr> <td>10%</td> <td>2. Gathering/chopping forages.</td> </tr> <tr> <td>10%</td> <td>3. Health care of animals.</td> </tr> <tr> <td>20%</td> <td>4. Planting of forages/pasture improvement.</td> </tr> <tr> <td>10%</td> <td>5. Cleaning pasture paddocks/repairing fences.</td> </tr> <tr> <td>10%</td> <td>6. Do other jobs assigned by project manager and/or by Department Head.</td> </tr> </table>				40%	1. Pasturing and returning cattle to their shed/cleaning animal shed.	10%	2. Gathering/chopping forages.	10%	3. Health care of animals.	20%	4. Planting of forages/pasture improvement.	10%	5. Cleaning pasture paddocks/repairing fences.	10%	6. Do other jobs assigned by project manager and/or by Department Head.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Project Manager</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Department Head</div>																												
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>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Cleaning materials and carpenter's tools.</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</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;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[]	Management	[]	[x]	Other (Specify)	[]	[x]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[x]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[x]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> ORLANDO V. LATRAS Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Production of animals for instruction, research, extension & public consumption.</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">Assists in the production of animals.</div>																													
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: Able to read and write. Experience:																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">Not necessary</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> MANUEL D. GACUTAN, JR - Cattle/Pasture Project Signature and Title of Immediate Supervisor Manager </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> EDGARDO E. TULIN Head of Agency </div> </div>																													