

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GACUTAN MANUEL, JR. DATIG (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 Animal Science, VISAYAS STATE UNIVERSITY		5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P276,528.00 7b. OTHER COMPENSATION: P24,000.00	
6b. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-INST3-15-2014			
8. OFFICIAL DESIGNATION OF POSITION Instructor 3		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: D U T I E S			
<div>65% 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.</div> <div>15% 2. Conduct research and extension projects.</div> <div>5% 3. Member in different committees.</div> <div>5% 4. Participate in the co-curricular activities.</div> <div>5% 5. Manage DAS Beef Cattle project.</div> <div>5% 6. Perform other functions assigned by the Department Head.</div> <div>100%</div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</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;">Computer/laptop, Printer, LCD Projector, & other teaching materials</div>																			
18. CONTRACT <table style="width: 100%; border: none;"> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> <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;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</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;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[X]	Management	[]	[X]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [X] Field Trips [X] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[X]																	
Management	[]	[X]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>11/6/15</u> Date </div> <div style="text-align: center;"> Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Instruction, research, extension, and production services.</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">Teaches animal science subjects (lecture and laboratory), computes and submits grades of students on time; and serve as member of department committees.</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: M. S. degree in the area of specialization. Experience: Preferable																			
23b. Licenses or certificates required to do this work, if any. PRC Licensed: Licensed Agriculturist # 0008464																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>11/6/15</u> Date </div> <div style="text-align: center;"> DINAH M. ESPINA Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> EDGARDO E. TULIN Head of Agency </div> </div>																			