

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

RESTIL **LOLITO** **CASARE**
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

DEPARTMENT OF ANIMAL SCIENCE - COLL. OF AGRIC.

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

6b. PREV. APPRO

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

PROFESSOR

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

PROFESSOR

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
attach additional sheets.

Percent of

Working Time :

DUTIES

35%

1. Teaches animal science courses both in the undergraduate & graduate levels.

20%

2. Formulates, reviews, or conducts researches, both basic and applied, relevant to the problems of the livestock sector in the Visayas or country.

20%

3. Formulates, reviews, or conducts extension works or programs, and provides technical assistance to farmers, agency workers, or to government programs designed to improve the livestock industry.

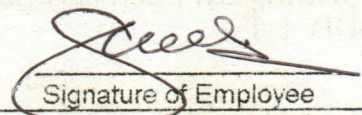
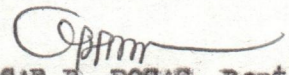
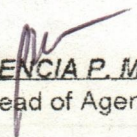
15%

4. Manages livestock production projects or assists in the development of livestock enterprises, both private and government.

10%

5. Performs other duties that may be assigned by the Department Head, College Dean, or the agency Head.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computers, projectors, laboratory equipment, animal specimens.																													
18. CONTACT <table style="width: 100%; border: none;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">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;">[x]</td></tr><tr><td>Management</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[x]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"><tbody><tr><td>Normal Working Condition</td><td></td></tr><tr><td>Field work</td><td style="text-align: right;">[x]</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;">[x]</td></tr><tr><td>Other's (Specify)</td><td style="text-align: right;">[]</td></tr></tbody></table>	Normal Working Condition		Field work	[x]	Field Trips	[x]	Exposed to Varied Weather	[x]	Other's (Specify)	[]
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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>March 28, 2006</u> Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
21. Describe briefly the general function of the Unit or Section. Instruction, research, extension, & production in Animal Science.																													
22. Describe briefly the general function of the position. Instruction, research, extension, production.																													
23.a. 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: Relevant masteral degree Experience: 4 years of relevant experience; 24 hours of 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. <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"><hr style="width: 20%;"/> Date</div><div style="text-align: center;"> OSCAR B. POSAS, Dept Head 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;"><hr style="width: 20%;"/> Date</div><div style="text-align: center;"> PACIENCIA P. MILANI Head of Agency</div></div>																													