

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  ROMANO      SHILA      NAVARROZA (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		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 1N91-4-200	7a. SALARY P.A.: P 239,280  7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  INSTRUCTOR 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:			
D U T I E S			
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  
DR. EUGENE B. LANADA

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.

Projectors  
Microphone

Oven  
Necropsy Int

Netbook

18. CONTRACT

General Public  
Other Agencies  
Supervisors  
Management  
Other (Specify)

Occasional

[ X ]

Frequent

[ ]

[ ]

[ ]

[ ]

[ ]

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.

May 12, 2015

Date



Signature of Employee

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

To provide instruction, research & extension service

22. Describe briefly the general function of the position.

Instruction.

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: Licensed Veterinarian

Experience:

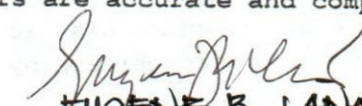
23b. Licenses or certificates required to do this work, if any.

Veterinary License

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

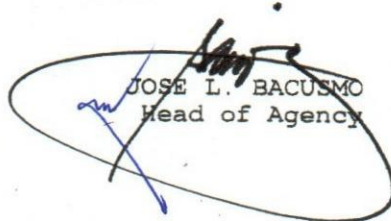
18 May 2015

Date

  
EUGENE B. LANADA  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

  
JOSE L. BACUSMO  
Head of Agency