

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		PEJA SANTIAGO TORDA <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
		VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VSU CAP-1581-19-2005	7a. SALARY P.A.: ₱ 200,712.00	
		7b. OTHER COMPENSATION PERA/ACA ₱ 24,000	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
Instructor I			
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 []	4th []	5th []
			6th []
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Period 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 <p style="text-align: center; font-size: 1.2em;"><i>Department Head</i></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center; font-size: 1.2em;"><i>Dean</i></p>																												
18. 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. <p style="text-align: center; font-size: 1.2em;"><i>Teaching materials, Lab equipment, chemical instruments, animal specimens, PC</i></p>																													
19. CONTACT <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> <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;">[]</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> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Normal Working Condition</td> <td></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition		Field work	[]	Field Trips	[]	Exposed to Varied Weather		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; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <p style="font-size: 1.2em;"><i>Nov. 2, 2010</i></p> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <p>Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center; font-size: 1.2em;"><i>To provide instruction, research and extension in the field of Veterinary medicine course</i></p>																													
22. Describe briefly the general function of the position. <p style="text-align: center; font-size: 1.2em;"><i>To provide instruction in Veterinary medicine course.</i></p>																													
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). <p>Education: B. S. degree in the area of specialization.</p> <p>Experience:</p>																													
Licenses or certificates required to do this work, <p style="text-align: center; font-size: 1.2em;"><i>PRC license</i></p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <p style="font-size: 1.2em;"><i>Nov. 2, 2010</i></p> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <p style="font-size: 1.2em;"><i>BRAUNO B. ALFARO, JR. DVM, MS</i></p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED <div style="text-align: center; margin-top: 20px;"> <p>Date</p> </div>	<div style="text-align: center; margin-top: 20px;"> <p style="font-size: 1.2em;"><i>JOSE L. PACHA, PhD</i></p> <p>Head of Agency</p> </div>																												