

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PAGENTE MX. DELIX AMIHAN (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 Vet. Med.	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK College of Vet. Med.	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VIS-CAB-ADOF3-22-2004	7a. SALARY P.A.: P276,528.00 7b. OTHER COMPENSATION: None	
8. OFFICIAL DESIGNATION OF POSITION Administrative Officer III		9. WORKING PROPOSED TITLE Administrative officer 3	
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			
30%	Monitor duties and responsibilities of administrative personnel of the College of Veterinary Medicine		
30%	Prepare culture media, reagents and others for instruction, research and extension.		
10%	Prepare and issue supplies/materials to faculty and students		
10%	Safekeeping of laboratory equipment, materials and supplies.		
10%	Analyze samples from clients for microbiological analysis.		
10%	Perform other duties, which may be assigned by the higher supervisor/dean.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Dean, CVM</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Dean, College of Vet. Med.</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; font-size: 1.2em; margin-top: 10px;">None</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work <div style="font-size: 1.1em; margin-top: 10px;">microscope, glassware, culture media, oven, (microwave incubators) reagents autoclave, hemacytometer, centrifuge, Computer and etc</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></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;">[]</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>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;">[X]</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 style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	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; margin-top: 20px;"> <div style="width: 40%;"> <div style="text-align: center; font-size: 1.2em; margin-bottom: 5px;">Aug 13, 2015</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 55%; text-align: right;"> <div style="font-size: 1.2em; margin-bottom: 5px;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Instruction, Research and Extension</div>																													
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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). <div style="margin-top: 10px;"> Education: Masteral degree in the field of specialization. Experience: </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; margin-top: 10px;">CSC Prof Eligibility</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <div style="text-align: center; font-size: 1.2em; margin-bottom: 5px;">Aug. 17, 2015</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 55%; text-align: right;"> <div style="font-size: 1.2em; margin-bottom: 5px;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 55%; text-align: right;"> <div style="font-size: 1.2em; margin-bottom: 5px;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																													