

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESPINA DINAH MANTIWANG (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION, OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU SUC	
4. DEPT./BRANCH/DIVISION Dept. of Animal Science - College of Agric. (DAS-CA)		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-AP1-1-1998	7a. SALARY P.A.: P 159,600.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION Assistant Professor I		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			
80%	1) Teach undergraduate and graduate animal production courses.		
15%	2) Supervise/manage the DAS-CA, LSU Layer (poultry) Project.		
5%	3) Perform other duties that maybe assigned by the supervisor.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean of the College of Agriculture, LSU
---	--

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)
N/a

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Teaching materials, computer, calculator, poultry/layer equipment, etc.

18. CONTACT <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </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 Normal Working Condition ☒ Field work ☒ Field Trips ☐ Exposed to Varied Weather ☐ Other's (Specify) ☐
	Occasional	Frequent																	
General Public	☐	☒																	
Other Agencies	☒	☐																	
Supervisors	☐	☒																	
Management	☐	☒																	
Others (Specify)	☐	☐																	

20. I CERTIFY that the above answers are accurate and complete.

<u>9/5/2002</u> Date	<u>DINA G. ESPINA</u> Signature of Employee
-------------------------	--

21. Describe briefly the general function of the Unit or Section
To provide instruction, research, extension, and production in the field of animal science.

22. Describe briefly the general function of the position.
To provide instruction in animal science courses, production, and extension services.

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: **Bachelor's degree relevant to the job**

Experience: **1 year of relevant experience; 4 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.

_____ Date	<u>SERENA L. SANCHEZ</u> Head, DAS-CA, LSU Signature and Title of Immediate Supervisor
---------------	---

25. APPROVED

_____ Date	<u>PACIENCIA P. MILAN</u> Head of Agency
---------------	--