

1. NAME OF EMPLOYEE TAVEROS AGNES MORANTIE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture	
3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION DASVM	
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.
7a. SALARY P.A.:	
7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor III	
9. WORKING PROPOSED TITLE Assistant Professor III	
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	
60%	Teaches Animal Health and Veterinary subjects to undergraduate students
15%	Conducts extension activities
15%	Acts as field veterinarian to DASVM animal projects
5%	Acts as Academic Adviser and Guidance Councilor to BAS (Animal Health) students
5%	Performs other functions as maybe required by the DASVM Head
100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director of Instruction																												
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. Computer, microscope, photomicroscope, surgical instruments, slide projector																													
18. CONTRACT <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;">[x]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</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;">[x]</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	[x]	[]	Supervisors	[]	[x]	Management	[x]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[x]</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;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[x]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>July 11, 1997</u> Date <i>[Signature]</i> AGNES M. TAVEROS Signature of Employee																													
21. Describe briefly the general function of the Unit or Section.																													
22. Describe briefly the general function of the position.																													
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: Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>7/11/97</u> Date <i>[Signature]</i> SULPECIO C. BANTUGAN Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date <i>[Signature]</i> SAMUEL S. GO Head of Agency																													