

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Dept. of Animal Science - College of Agric. (DAS-CA)

1. NAME OF EMPLOYEE

ESPINA

DINAH

MANIWANG

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

(LSU) VSU

5. WORK STATION/PLACE OF WORK

(LSU) VSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO. (x)

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.

P193,116.00

7b. OTHER COMPENSATION: PERA/ACA

P2,000.00/mo.

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, VSU Layer Project.

5% 3) Perform other duties that maybe assigned by the supervisor.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)
Mr. Pedro Y. Almonite, Jr.

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

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Normal Working Condition (x)
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field work
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Trips
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify)

20. I CERTIFY that the above answers are accurate and complete.
9/24/2008 Date
G 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: B.S. degree relevant to the job
 Experience: 1 yr. of relevant experience, 4 hrs. 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.
8 October 2008 Date
SERENA L. SANCHEZ Head, DAS-CR, VSU
 Signature and Title of Immediate Supervisor

25. APPROVED
JOSE L. BAGUISO Head of Agency
 Date