

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 113-2 (Position Description Form)		1. NAME OF EMPLOYEE GACUTAN MANUEL JR. DATIG (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DEPARTMENT OF ANIMAL SCIENCE		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 219, 996.00 7b. OTHER COMPENSATION: P 24, 000.00	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		9. WORKING PROPOSED TITLE	
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 85% : 1. Teaches assigned subject and performs other teaching related functions among other that includes the following: a) Prepares teaching materials/guides and submit to Department Head b) Conducts examination 9mid/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%			

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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Mr. Romeo Dosdos</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD Projector, Laptop, Weighing Scale, pens, etc</p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></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;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[]	[X]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[X]</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	[X]	Field Trips	[X]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>MAY 15, 2012</u> Date</p> </div> <div style="width: 45%; text-align: center;"> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section. To provide instruction, research, extension services, and production in the field of animal science</p>																													
<p>22. Describe briefly the general function of the position. To provide instruction in animal science courses, extension services, and production of poultry species</p>																													
<p>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).</p> <p>Education: BS Degree in the area of specialization</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any. Licensed Agriculturist - license no. 0008464</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>16 May 2012</u> Date</p> </div> <div style="width: 45%; text-align: center;"> <p>DR. LOLITO C. BESTIL, HEAD, DAS-CAFS Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: center;"> <p>DR. JOSE L. BACUSMO Head of Agency</p> </div> </div>																													