

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PORTUGALIZA HARVIE POTOT (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE COLLEGE OF VETERINARY MEDICINE	
4. DEPT./BRANCH/DIVISION DEPARTMENT OF CLINICAL SCIENCES		5. WORK STATION/PLACE OF WORK COLLEGE OF VETERINARY MEDICINE	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION: ACA/PERA	
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:			
D U T I E S			
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following : a. Prepared teaching materials / guides and submit to department head b. Conducts examination (quizzes, long hours, midterm, final) c. Checks test papers and return 1 week after examination d. Submits grade sheet and return over class records to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in co-curricular activities.		
5%	4. Performs other functions assigned by the Department head/Dean.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN																												
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. Teaching materials, Computers, LCD projectors, books, journals, magazines, laboratory equipment's and chemical, animal specimens surgical equipment, photocopy machines.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="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;">[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;">[]</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	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <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;">[]</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	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>August 2, 2016</u> Date Signature of Employee <u>PONMAGALIZA</u>																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services in the field of Animal Health and Veterinary Medicine.																													
22. Describe briefly the general function of the position. To provide instruction, research and extension services in the field of Animal Health and Veterinary Medicine.																													
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: Licence Doctor of Veterinary Medicine Experience:																													
23b. Licenses or certificates required to do this work, if any. PROFESSIONAL REGULATION COMMISSION (PRC) LICENSE																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date EUGENE B. LAÑADA Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date EDGARDO E. TULIN Head of Agency																													