

REPUBLIC OF THE PHILIPPINES

HC-352 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DASVM VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ RA 6831 :

ACT/

BOARD RES/ :

BOARD RES/

ORD. NO. :

ORD. NO.

ITEM NO. LS :

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPOO CLASSIFICATION OF THE POSITION

1. NAME OF EMPLOYEE

: TAVEROS AGNES M.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

: Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-

: AUTHORIZED

SATION

: ACTUAL

: P42,480.00

9. WORKING PROPOSED TITLE

: Instructor 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: DUTIES ---

Working :
Time :

80% : 1. Teach undergraduate courses in An. Health/DVM.

5% : 2. Review & revise course outlines.

5% : 3. Prepare & submit course syllabi.

4% : 4. Prepare research proposals.

3% : 5. Assist in the implementation of Mobile health clinic.

3% : 6. Perform other tasks as may be requested (VisCA
Anniversary, Exhibit preparation, etc.).

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

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).

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Microscopes, balances, etc.

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

: X :

: : :

Normal Working Condition

: X :

Other Agencies

: X :

: : :

Field work

: : :

Supervisors

: : :

: X :

Field Trips

: : :

Management

: : :

: X :

Exposed to varied Weather

: : :

Others (Specify)

: : :

: : :

Others (Specify)

: : :

I CERTIFY that the above answers are accurate and complete.

October 26, 1992

Date

AGNES M. TAVEROS

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To teach undergraduate courses in Animal Health (both lecture & laboratory). Conduct research & extension activities.

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:

BS degree with specific area of specialization plus

Experience:

other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.

None

24. I hereby certify that the above answers are accurate and complete.

26 October 92

Date

OSCAR B. POSAS - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

M. R. VILLANUEVA

Head of Agency

Reappointment 11-1-92