

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYER	
BC-CSC Form No. 1 (Position Description form)		QUILICOT ANA MARQUIZA MARTIZANO (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. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A:	
		7b. OTHER COMPENSATION: PERA/ACA	
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 UNITS CLASS			
MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attaché additional sheets			
Percent of Working Time:	DUTIES		
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.		
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 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, laboratory equipment

18. CONTACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[]	[]
Others (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	
Field Work	[]
Field Trips	[]
Exposed to Varied weather	
Other's (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete

Date

Signature of Employee

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 and research in Animal Health and Veterinary Medicine course

23a. Indicate the required qualification 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: Masteral degree in the field of specialization.

Experience:

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