

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> QUILICOT ANA MARQUIZA MARTIZANO </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE COLLEGE OF VETERINARY MEDICINE											
4. DEPT./BRANCH/DIVISION VETERINARY CLINICAL SCIENCES		5. WORK STATION/PLACE OF WORK VSU											
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. VISCAD IN 12-22-2011	7a. SALARY P.A.: P 257,232.4 7b. OTHER COMPENSATION: P 24,000.00 PERA/ACA											
8. OFFICIAL DESIGNATION OF POSITION Instructor II		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 <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<div style="display: flex; justify-content: space-between;"> Percent of Working Time: D U T I E S </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;"> 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 (mid/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. </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>				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 (mid/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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100%													

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="font-size: 1.2em; color: blue;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="font-size: 1.2em; color: blue;">Dean</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="color: blue; font-size: 1.2em;">NA</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="color: blue; font-size: 1.2em;">Teaching materials, laboratory equipment</p>																													
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;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: right;"><input checked="" type="checkbox"/> [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> </table>	Normal Working Condition	<input checked="" type="checkbox"/> [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. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">Date _____</p> </div> <div style="width: 50%; text-align: right;"> Signature of Employee _____ </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="color: blue; font-size: 1.2em;">To provide instruction, research and extension services in the field of Animal Health and Veterinary Medicine</p>																													
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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: Masteral degree in the area of specialization Experience: _____																													
23b. Licenses or certificates required to do this work, if any. Pre license																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="color: blue; font-size: 1.2em;">08 April 2013</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> EUGENE B. LAÑADA Signature and Title of Immediate Supervisor DEAN </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">Date _____</p> </div> <div style="width: 50%; text-align: right;"> JOSE L. BACUSMO Head of Agency </div> </div>																													