

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Animal Science & Veterinary Medicine

6a. PRES. APPROP.

ACT/BLG. 640

BOARD RES./

ORD. NO.

ITEM NO. 6-107

6b. PREV. APPROP.

ACT/BLG. 230

BOARD RES./

ORD. NO.

ITEM NO. 6-108

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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. Teaches Animal Health courses.

15%

2. Incharge of the *cattle project*.

5%

3. Performs extension services and other functions which maybe assigned by the Department Head.

27

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

Head, Dept. of Animal Science & Vet. Med.

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.

Veterinary equipment and supplies

18. CONTACTS

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (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.

22. Describe briefly the general function of the position.

To provide instruction in Animal Health courses; performs extension services.

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. License or certificates required to do this work, if any.

None

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

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Head of Agency