

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE  <div style="display: flex; justify-content: space-between;"> <span><b>LATRAS</b> (Family Name)</span> <span><b>ORLANDO</b> (Given Name)</span> <span><b>VILLARIAZA</b> (Middle Name)</span> </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE
4. DEPT./BRANCH/DIVISION Department of Animal Science	5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte
<div style="display: flex;"> <div style="flex: 1;">           6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> <div style="flex: 1;">           6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>Viscaro - FAWK - 1-2000</i> </div> </div>	7a. SALARY P.A.: <i>116,100.00</i>  7b. OTHER COMPENSATION: P 24,000.00
8. OFFICIAL DESIGNATION OF POSITION  Farm Worker 1	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;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.	
<div style="display: flex;"> <div style="flex: 1;">           Percent of Working Time:         </div> <div style="flex: 2;"> <div style="text-align: center; margin-bottom: 10px;">D U T I E S</div> <div style="display: flex;"> <div style="flex: 1; text-align: right;">           40% 10% 10% 20% 10% 10%  100%         </div> <div style="flex: 4;">           1. pasturing and returning cattle to their shed/cleaning animal shed.            2. Gathering/chopping forages.            3. Health care of animals.            4. planting of forages/pasture improvement.            5. Clearing pasture paddocks/repairing fences.            6. Do other jobs assigned by project manager and/or by Department Head.         </div> </div> </div> </div>	



<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;"><b>Project Manager</b></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;"><b>Department Head</b></p>																												
<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> <p style="text-align: center;">None</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Cleaning materials and carpenter's tools.</p>																													
<p>18. CONTRACT</p> <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;">[ x ]</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	[   ]	[ x ]	Other (Specify)	[   ]	[   ]	<p>19. WORKING CONDITION</p> <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;">[ x ]</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;">[ x ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[   ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ x ]	Field Trips	[   ]	Exposed to Varied Weather	[ x ]	Others (Specify)	[   ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="font-size: 1.2em; font-family: cursive;">[Signature]</p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">Production of animals for instruction, research, extension, and public consumption.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Assists in the production of animals.</p>																													
<p>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).</p> <p>Education: <b>Elementary School Graduate</b></p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">Not necessary</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">2-4-2014</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="font-size: 1.2em; font-family: cursive;">[Signature]</p> <p style="text-align: center;">ANGELLO FRANCIS F. ATOLE - Cattle/Pasture Signature and Title of Immediate Project Manager Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="font-size: 1.2em; font-family: cursive;">[Signature]</p> <p style="text-align: center;">JOSE L. BACUSMO Head of Agency</p> </div> </div>																													