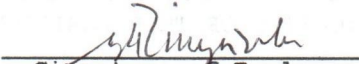

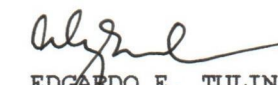


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|---|---|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | 1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> VILLAGONZALO (Family Name) GINAS AUREA (Given Name) ANDUYAN (Middle Name) </div> |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte | 3. BUREAU OR OFFICE |
| 4. DEPT./BRANCH/DIVISION Animal Science, VISAYAS STATE UNIVERSITY | 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. </div> </div> | 7a. SALARY P.A.: 7b. OTHER COMPENSATION: |
| 8. OFFICIAL DESIGNATION OF POSITION Instructor 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;"> MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></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> | |
| <div style="margin-bottom: 10px;"> 85% 1. Teaches assigned subject and performs other teaching related functions, among others the following: <ul style="list-style-type: none"> 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. </div> <div style="margin-bottom: 10px;"> 5% 2. Member in different committees. </div> <div style="margin-bottom: 10px;"> 5% 3. Participate in the co-curricular activities. </div> <div style="margin-bottom: 10px;"> 5% 4. Perform other functions assigned by the Department Head. </div> <div style="margin-top: 10px;"> 100% </div> | |

| <p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">DEPARTMENT HEAD</p> | <p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">College Dean</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;">Computer/laptop, Printer, LCD Projector, & other teaching materials.</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;">[]</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 | [] | [] | 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;">[X]</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> </tbody> </table> | Normal Working Condition | [X] | Field Work | [X] | Field Trips | [X] | Exposed to Varied Weather | [] | Others (Specify) | [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | [X] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | [] | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other (Specify) | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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="text-align: center;"> <p><u>6 January 2016</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p></p> <p>Signature of Employee</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">Instruction, research, extension, and production services.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Teaches animal science subjects (lecture and laboratory), computes and submits grades of students on time; and serve as member of department committees.</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: M. S. degree in the area of specialization.</p> <p>Experience: Preferable</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">PRC Licensed</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="text-align: center;"> <p><u>January 6, 2016</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p></p> <p>DINAH M. ESPINA</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p></p> <p>EDGARDO E. TULIN</p> <p>Head of Agency</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |