

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
BESTIL LOLITO
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Animal Science & Veterinary Medicine

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ BP Blg. 640 : ACT/
BOARD RES./ : BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. Lump Sum : ITEM NO.

7a. SALARY P.A. : 7b. OTHER COMPENSATION
AUTHORIZED P26,388.00 :
ACTUAL P26,388.00 : COLA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE
(leave blank)

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 :

- | | |
|-----|---|
| 35% | 1. Train students of Animal Science and farmers on strategies and techniques of producing better quality animals; |
| 25% | 2. Formulate research proposals on the utilization of pastures and forages as animal feed; |
| 20% | 3. Conceptualize extension activities to be implemented by the department |
| 10% | 4. Assist in setting-up the laboratory facilities and equipment for instruction and research; |
| 5% | 5. Assist in the reproduction of visual aides intended for instructional purposes; |
| 5% | 6. Perform other duties that may be assigned by the department head. |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

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

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

technical references, teaching aids and laboratory equipment

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.

15 July 1985

Date

ROLITO C. BESTIL

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 on animal science, formulate research proposals, performs extension activities.

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

Experience: plus other requirements per OS of the College

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

None Required

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

July 16, 1985

Date

BERNABE B. COCJIN-Head, Dept. of Animal Science

Signature and Title of Immediate Supervisor

25. APPROVED:

7-16-85

Date

SAMUEL SICO
F. A. BERNARDO
Head of Agency