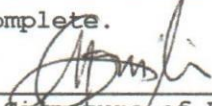
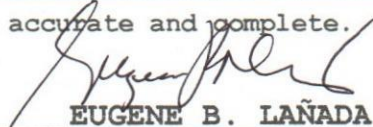
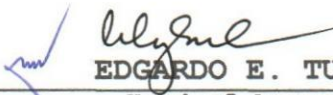


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>QUILCOT, ANA MARQUIZA MARTIZANO</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE COLLEGE OF VETERINARY MEDICINE	
4. DEPT./BRANCH/DIVISION VETERINARY CLINICAL SCIENCES		5. WORK STATION/PLACE OF WORK VISCA, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR III		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 MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time:			
D U T I E S			
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). Submit 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/Dean		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Teaching materials, laboratory equipment																													
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;">[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;">[]</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	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[]</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> </tbody> </table>	Normal Working Condition	[]	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. <u>November 6, 2015</u> Date  _____ Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services in the field of animal health and veterinary medicine.																													
22. Describe briefly the general function of the position. To provide instruction and research in Animal Health and Veterinary Medicine course																													
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: Master degree in the field of specialization Experience:																													
23b. Licenses or certificates required to do this work, if any. PRC License																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>13 November 2015</u> Date  EUGENE B. LAÑADA _____ Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date  EDGARDO E. TULIN _____ Head of Agency																													