

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

ESPINA DINAH MANTIWANG
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION
Dept. of Ani. Sci. and Vet. Med. (DASVM)

5. WORK STATION/PLACE OF WORK
VISCA, Bagbay, Leyte

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO. **VISCA-AP1-1**

6b. PREV. APPRO ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

Assistant Professor I

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 : DUTIES

80% : 1. Teach undergraduate animal production courses.
15% : 2. Supervise/manage the Duck and Poultry Project of the college.
5% : 3. Perform other task that maybe assigned by the supervisor.
100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

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)

Orlando V. Latras - Laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Teaching materials, poultry equipment, etc.

18. CONTRACT

Occasional Frequent

General Public	[X]	[]
Other Agencies	[X]	[]
Supervisors	[]	[X]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[X]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

12/2/99

Date

DINAH M. ESPINA

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension in the field of animal science and veterinary medicine.

22. Describe briefly the general function of the position.

To provide instruction in animal science courses and 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:

Bachelor's degree relevant to the job

Experience:

1 yr relevant experience, 4 hrs relevant training

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.

12/6/99

Date

SULPECIO C. BANTUGAN

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency