

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

1. NAME OF EMPLOYEE

ESPINA

DINAN

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

LSU, Visca, Baybay, Leyte

6a. PRES. APPRO.

6b. PREV. APPRO

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO. VISCAB-AP1-

ITEM NO.

1-98

7a. SALARY P.A.:

P 159,600.00

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 Projects of the university.

5%

3. Perform other task that maybe assigned by the supervisor.

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

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)

Mr. Virgilio R. Bulawan - Farm Worker I (Permanent)

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	[ ]	[ X ]
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.

10/2/01

Date

DINAH M. ESPINA

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 science.

22. Describe briefly the general function of the position.

To provide instruction in animal science courses.

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: MS degree with specific area of specialization plus other requirement per QS of the university.

Experience:

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

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

10/5/01

Date

TOMAS J. FERNANDEZ, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN

Head of Agency