

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> PENA (Family Name) SANTIAGO (Given Name) TORDA (Middle Name) </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE VSH
4. DEPT./BRANCH/DIVISION Dept. of Basic Veterinary Science	5. WORK STATION/PLACE OF WORK CUM-VSH
<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. <u>INST2-23-2011</u> </div> </div>	7a. SALARY P.A.: 235,896.00 7b. OTHER COMPENSATION: P 24,000.00
8. OFFICIAL DESIGNATION OF POSITION Instructor II	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 [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</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;"> <div> Percent of : Working Time: </div> <div style="text-align: center;"> D U T I E S </div> </div> <div style="margin-top: 20px;"> <p>85 % : 1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul style="list-style-type: none"> a.) Prepared teaching materials /guides and submit to department head. b.) Conducts examination (mid/final/one hour/ 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. <p>5 % : 2. member in different committees.</p> <p>5 % : 3. Participates in the co-curricular activities.</p> <p>5 % : 4. Performs other functions assigned by the Department Head.</p> <p><u>100%</u></p> </div>	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">Dean</div>																												
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. <div style="font-style: italic;">Teaching materials, Lab equipment, Clinical instruments, animal species</div>																													
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;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</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	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	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. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <div style="font-size: 1.2em; font-style: italic;">Nov. 11, 2011</div> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="font-style: italic;">To provide instruction, conduct research & extension related to Veterinary medicine</div>																													
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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 in the area of specialization Experience: None required																													
23b. Licenses or certificates required to do this work, if any. <div style="font-style: italic;">Veterinary medicine PRC license</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="font-size: 1.2em; font-style: italic;">Evelyn S. Lopez</div> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																													