

REPUBLIC OF THE PHILIPPINES
HC-332 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DASVM VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/RA 7180 : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. 102-1 : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Asst Professor I

10. MAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

: LANADA EUGENE B.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

: Daybay, Leyte

7a. SALARY P.A.

: AUTHORIZED

: ACTUAL

: ₱53,016.00

9. WORKING PROPOSED TITLE

: Asst 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 attach additional sheets.

Percent of: DUTIES ---

Working :
Time :

- 50% : 1. Teaches animal health subjects.
- 15% : 2. Undertakes extension and field veterinary work.
- 10% : 3. Basic and applied research activities.
- 10% : 4. Production of laboratory guides, teaching manuals
& other instructional materials.
- 5% : 5. Helps in improvement of animal health laboratory.
- 5% : 6. Co-curricular/student-related activities.
- 5% : 7. Perform other activities as the department head may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

Teaching materials, veterinary equipment & supplies, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	: : x	: : :	Normal Working Condition	: : :
Other Agencies	: : x	: : :	Field Work	: : x
Supervisors	: : x	: : :	Field Trips	: : :
Management	: : :	: : x	Exposed to varied Weather	: : :
Others (Specify)	: : :	: : x	Others (Specify)	: : :

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

20 January 1993

Date

Eugene B. Lanada

EUGENE B. LANADA

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To provide instruction in Animal Health courses, to perform 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:

MS degree w/ specific area of specialization plus

Experience:

other requirements per QS of the College

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

None

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

Date

Oscar B. Posas
OSCAR B. POSAS - Dept. head supervisor

25. APPROVED:

Date

M. R. Villanueva
M. R. VILLANUEVA