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REPUBLIC OF THE PHILIPPINES BC-CSO 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 LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION Dept. of Animal Science - College of Agric. (DAS-CA)		5. WORK STATION/PLACE OF WORK Visoa, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCA-AP1-1-1998	7a. SALARY P.A. P 159,600.00 7b. OTHER COMPENSATION: PERA/ACA	
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 attach additional sheets.			
Percent of Working Time: DUTIES			
80% 1) Teach undergraduate and graduate animal production courses.			
15% 2) Supervise/manage the DAS-CA/LSU Layer (poultry) Project.			
5% 3) Perform other duties that maybe assigned by the supervisor.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
HUMAN RESOURCE MANAGEMENT OFFICER IV
Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Dean of the College of Agriculture, LSU

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)
Victorino M. Lamo (Farm Worker II), Clemente R. Marañan (MOOE Laborer)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Teaching materials, computer, calculator, poultry/layers equipments, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	☐	☒	Normal Working Condition ☒
Other Agencies	☒	☐	Field work ☒
Supervisors	☐	☒	Field Trips ☐
Management	☐	☒	Exposed to Varied Weather ☐
Others (Specify)	☐	☐	Other's (Specify) ☐

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

10/2/03

Date

DINAH K. ESPINA

Signature of Employee

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

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

22. Describe briefly the general function of the position.

To provide instruction in animal science courses, production, and extension services.

23. a. 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 relevant to the job.

Experience: 1 yr. of relevant experience; 4 hrs of 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.

Date

SERENA L. SANCHEZ
Head, DAS-CA, LSU

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
Head of Agency