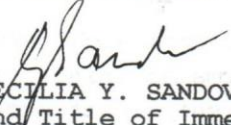
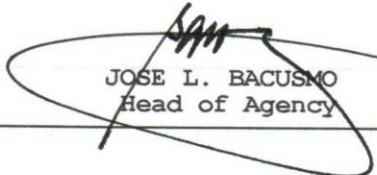


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE	
		ESPINA (Family Name)	DINAH (Given Name)
		MANIWANG (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	3. BUREAU OR OFFICE		
Visayas State University, Baybay City, Leyte			
4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK		
Animal Science, VISAYAS STATE UNIVERSITY	VSU, Visca, Baybay City, Leyte		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-INST1- 9-2005	7a. SALARY P.A.: P	
		7b. OTHER COMPENSATION: P24,000.00	
8. OFFICIAL DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE		
Associate Professor 1			
10. WAPCO CLASSIFICATION OF THIS POSITION	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: D U T I E S			
60% 1. Teaches assigned subject (graduate and undergraduate) and performs other teaching related functions: a) Prepares instruction materials like teaching guides, syllabi, course outlines, PPT presentations, etc. b) Prepares and conducts quizzes and exams. c) Checks test papers, manuscripts, etc, and keeps record of students' performances. d) Computes and submits grades two weeks after midterm and final exams. e) Checks OJT Reports, Thesis Outlines/Manuscripts and monitors student advisees.			
15% 2. Conduct research, extension and production functions.			
20% 3. Performs administrative functions.			
3% 4. Membership functions in different committees.			
2% 5. Perform other related functions that maybe assigned by the immediate supervisor.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR College Dean	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR VP for Instruction																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) All faculty & Staff of DAS, VSU																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer/laptop, Printer, LCD Projector, & other teaching materials																													
18. CONTRACT <table style="width: 100%; border: none;"> <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;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</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	[]	[X]	Management	[]	[X]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <u>12/18/2014</u> Date  Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Instruction, research, extension, and production services.																													
22. Describe briefly the general function of the position. Instruction, research, extension, and production 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: M. S. degree in the area of specialization. Experience: Preferable																													
23b. Licenses or certificates required to do this work, if any. PRC Licensed: Licensed Agriculturist # <u>0008035</u>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>2/10/15</u> Date  ANTONIA CECILIA Y. SANDOVAL Signature and Title of Immediate Supervisor																													
25. APPROVED: Date  JOSE L. BACUSMO Head of Agency																													