

<p style="text-align: center;"><b>REPUBLIC OF THE PHILIPPINES</b>  <b>BC-CSC Form No. 1</b>  <b>(Position Description Form)</b></p>	<p><b>1. NAME OF EMPLOYEE</b>  PORTUGALIZA HARUIE POTOT  <small>(Family Name) (Given Name) (Middle Name)</small></p>															
<p><b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  Visayas State University, Baybay City, Leyte</p>	<p><b>3. BUREAU OR OFFICE</b>  VSU</p>															
<p><b>4. DEPT./BRANCH/DIVISION</b>  Department of Veterinary Clinical Sciences</p>	<p><b>5. WORK STATION/PLACE OF WORK</b>  VSU</p>															
<p><b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>      <b>6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.</b></p>	<p><b>7a. SALARY P.A.:</b>    <b>7b. OTHER COMPENSATION: P 24,000.00</b>  PERA</p>															
<p><b>8. OFFICIAL DESIGNATION OF POSITION</b>  Instructor I</p>	<p><b>9. WORKING PROPOSED TITLE</b></p>															
<p><b>10. WAPCO CLASSIFICATION OF THIS POSITION</b></p>	<p><b>11. OCCUPATION GROUP TITLE</b>  <small>(leave blank)</small></p>															
<p><b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">MUNICIPALITY [ ]</td> <td style="text-align: center;">CITY [ ]</td> <td style="text-align: center;">PROVINCE [ ]</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">2nd</td> <td style="text-align: center;">3rd</td> <td style="text-align: center;">4th</td> <td style="text-align: center;">5th</td> <td style="text-align: center;">6th</td> </tr> <tr> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table>		MUNICIPALITY [ ]	CITY [ ]	PROVINCE [ ]	1st	2nd	3rd	4th	5th	6th	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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<p><b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b></p>																
<p>Percent of :  Working Time: <span style="float: right;">D U T I E S</span></p>																
<p>85%      1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul> <p>5%      2. Member in different committees.</p> <p>5%      3. Participate in the co-curricular activities.</p> <p>5%      4. Perform other functions assigned by the Department Head.</p> <p>100%</p>	Empty space for additional duties															

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center; font-size: 1.2em;">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)  <div style="text-align: center; font-size: 1.2em;">NA</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center; font-size: 1.2em;">Teaching materials, lab. equipment</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.2em;">NOV. 23, 2012</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"> </div> <div style="text-align: center;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <div style="font-size: 1.2em;">To provide instruction, research and extension in the field of animal health and 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).  <div style="font-size: 1.2em;">Education: Masteral degree in the area of specialization</div> <div style="font-size: 1.2em;">Experience:</div>																													
23b. Licenses or certificates required to do this work, if any.  <div style="font-size: 1.2em;">PRC License</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.2em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"> </div> <div style="text-align: center;">DR. EUGENE B. LAÑADA, DEAN</div> <div style="text-align: center;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.2em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"> </div> <div style="text-align: center;">JOSE L. BACUSMO</div> <div style="text-align: center;">Head of Agency</div> </div> </div>																													