

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Animal Science & Veterinary Medicine

1. NAME OF EMPLOYEE

LANADA

(FAMILY NAME)

EUGENE

(GIVEN NAME)

BATICADOS

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES... APPROP.

ACT/ BP Blg. 230

BOARD RES./

ORD. NO.

ITEM NO. 6-108

6b. PREV. APPROP.

ACT/ BP Blg. 131

BOARD RES./

ORD. NO.

ITEM NO. 7-107

7a. SALARY P.A.

AUTHORIZED P15264p.a.

ACTUAL

P15264p.a.

7b. OTHER COMPENSATION

cola

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING OR PROPOSED TITLE

Instructor

10. MAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

80%

1. Teaches Animal Health courses.

15%

2. Incharge of the rabbit and laboratory animal project.

5%

3. Performs extension services and other functions which may be assigned by the Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Dept. of Animal Science & Vét. Med.

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

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.

Veterinary equipment & supplies

18. CONTACTS

	Occasional	Frequent
General Public	:x:	:
Other Agencies	:x:	:
Supervisors	:	:x:
Management (students)	:	:x:
Others (Specify)	:	:

19. WORKING CONDITION

Normal Working Condition	:x:
Field Work	:
Field Trips	:
Exposed to varied weather	:
Others (Specify)	:

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

4/4/84

Date

Eugene B. Lanada

EUGENE B. LANADA

Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Animal Health courses; 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: BS degree with specific areas of specialization plus other requirements

Experience: 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.

4/4/84

Date

BERNABE B. COCJIN, Head, Dept. of Animal

Signature and Title of Immediate Supervisor
Science & Veterinary Medicine

25. APPROVED:

4-4-84

Date

F. A. ELNARDO

Head of Agency