

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		L. ANADA, Eugene B. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Department of Veterinary Paraclinical Sciences		5. WORK STATION/PLACE OF WORK VSU	
6a. RES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. PROF 2-14-1998	7a. SALARY P.A.: P 444,012.00	
		7b. OTHER COMPENSATION PER ACA P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Professor 3		9. WORKING PROPOSED TITLE Professor 3	
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 []		4th [] 5th [] 6th []	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Report of : _____ Working Time : _____ DUTIES 40% 1. Teaching veterinary subjects to undergraduate students 20% 2. Performing basic and applied research activities 15% 3. Administrative functions 10% 4. Doing extension, field and laboratory veterinary work within CVM projects; VSU campus and neighboring areas 5% 5. Production of laboratory guides, teaching materials and other instructional aids 2.5% 6. Helps in the improvement of CVM animal health laboratory & other facilities 5% 7. Performance of other activities which may be required by higher authorities in VSU 2.5% 8. Co-curricular/student-related activities 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Vice President for Acad. Affairs	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>Computer, Veterinary laboratory equipment, veterinary research equipment, etc</i>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">☐</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>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☒	Other Agencies	☒	☐	Supervisors	☒	☐	Management	☒	☐	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</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>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>	Normal Working Condition	☒	Field work	☒	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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20. I CERTIFY that the above answers are accurate and complete. <i>November 9, 2009</i> Date <i>[Signature]</i> Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Instruction, research & extension services.																													
22. Describe briefly the general function of the position. Instruction																													
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). <i>RM</i> Education: Relevant masteral degree. <i>3/yr</i> Experience: 5 yrs. of relevant experience; 32 hours of relevant training.																													
23.b. Licenses or certificates required to do this work,																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date <i>[Signature]</i> OSCAR B. POSAS, PhD Signature and Title of Immediate Supervisor																													
25. APPROVED _____ Date <i>[Signature]</i> JOSE L. BACUSNO Head of Agency																													