

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">RANCHEZ (Family Name)</div> <div style="text-align: center;">CARLITO (Given Name)</div> <div style="text-align: center;">VIDAD (Middle Name)</div> </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE
4. DEPT./BRANCH/DIVISION Animal Science, VISAYAS STATE UNIVERSITY	5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 207,060.40 7b. OTHER COMPENSATION: P24,000.00
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>VSUAD-ADOF-71-2004</u>	8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE OFFICER I
9. WORKING PROPOSED TITLE	10. WAPCO CLASSIFICATION OF THIS POSITION
11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>MUNICIPALITY []</div> <div>CITY []</div> <div>PROVINCE []</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>	
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% Animal Projects	1. Supervises all DAS Animal Project workers, and monitor their attendance and performance. 2. Coordinates with Project Managers for production and budget planning, cleanliness, and infrastructure maintenance/improvement. 3. Keeps records of monthly livestock inventories, sales, updates of marketable animal, and supplies and materials of each project. 4. Prepares monthly projects reports for on-time submission to IASO/IGPO and assists Project Managers in preparing for the Annual IGP Review. 5. Serve as contact person in marketing animal and other products.
40% Administrative Functions	1. Assists Laboratory Instructors in conducting practicum/Laboratory classes involving the use of animals and project facilities. 2. Serves as Property Custodian, conduct regular inventory of Properties of the department, and return all non-functional Equipments to Supply Office. 3. Assists the Department Head in the formulation of policies, Administrative orders, and memoranda relative to livestock projects operation. 4. Maintain and organize document files for each animal project in his designated office. 5. Perform other related functions that maybe assigned by the Immediate supervisor.
100%	