

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

LAÑADA

EUGENE

B.

(FAMILY NAME)

(GIVEN NAME)

(M.I.)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

DASVM, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ EO 67

BOARD RES./

ORD. NO.

ITEM NO. 6-101

6b. PRIV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P45,600.00

7b. OTHER COMPEN-  
SATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING OR PROPOSED TITLE

Instructor II

10. WAPCO 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  
Working  
Time

60%

1. Teach veterinary and animal health courses to undergraduate students majoring in animal health.

10%

2. Serve as extension veterinarian within the VISCA community and neighboring barangays.

10%

3. Provide assistance and consultation in the diagnosis of animal diseases, especially of cases submitted to the diagnostic laboratory.

10%

4. Do pertinent research on animal health problems in the community and Region 8.

5%

5. Serve as subject matter specialist (veterinary epidemiology and microbiology).

5%

6. Perform whatever additional duties and responsibilities the department head may require.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

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, teaching materials, etc.

18. CONTACTS

Occasional

Frequent

General Public : ☒ :  
Other Agencies : ☒ :  
Supervisors : ☒ :  
Management : ☒ :  
Others (Specify) : ☒ :

: ☐ :  
: ☐ :  
: ☒ :  
: ☒ :  
: ☐ :

19. WORKING CONDITION

Normal Working Condition : ☒ :  
Field Work : ☐ :  
Field Trips : ☐ :  
Exposed to varied Weather : ☐ :  
Others (Specify) : ☐ :

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

June 6, 1990

Date

*Eugene B. Lañada*

EUGENE B. LAÑADA

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; to 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 area of specialization plus

Experience: other requirements 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.

Date

*Oscar B. Posas*  
OSCAR B. POSAS - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

*M.R. Villanueva*  
M.R. VILLANUEVA

Head of Agency