

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

DASVM

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

TAVEROS AGNES MORANTE

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

ASSO. PROF. I

9. WORKING PROPOSED TITLE

ASS O. PROF. I

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

3rd

4th

5th

6th

[]

[]

[]

[]

[]

[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please

attach additional sheets.

Percent of

Working Time :

DUTIES

60%

Teachers Animal Health and Veterinary subjects to undergraduate students

15%

Conducts extension activities

15%

Acts as field veterinary to DASVM animal projects

5%

Acts as Academic Adviser and Guidance Counselor to BAS (Animal Health) students

5%

Performs other functions as maybe required by the DASVM Head.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Computer, microscope, photomicroscope, surgical instruments, slide projector</div>																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
	Occasional	Frequent																											
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																											
Normal Working Condition	<input type="checkbox"/>																												
Field work	<input type="checkbox"/>																												
Field Trips	<input type="checkbox"/>																												
Exposed to Varied Weather	<input type="checkbox"/>																												
Other's (Specify)	<input type="checkbox"/>																												
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;">Nov. 24, 2001</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;">AGNES M. TAVEROS</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="text-align: center;">To provide instruction, research and extension in the field of Animal Health and Veterinary Medicine Courses</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">To provide instruction in Animal Health and Veterinary Medicine courses</div>																													
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). <div style="display: flex;"> <div style="width: 15%;">Education:</div> <div>High School Graduate</div> </div> <div style="display: flex; margin-top: 5px;"> <div style="width: 15%;">Experience:</div> <div>1 year</div> </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">Veterinary 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;">28 Nov 01</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;">TOMAS J. FERNANDEZ, JR.</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;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;">PACIENCIA P. MILAN</div> <div style="text-align: center;">Head of Agency</div> </div> </div>																													