
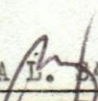
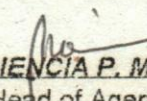


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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1 NAME OF EMPLOYEE LAMO VICTORINO MASENDO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION Dept. of Animal Science - College of Agriculture		5. WORK STATION/PLACE OF WORK Leyte State University, Visca, Baybay.	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. Visca-FAWK2-5-98	7a. SALARY P.A. Leyte 78,264.00 7b. OTHER COMPENSATION: Pera/Aca	
8. OFFICIAL DESIGNATION OF POSITION Farm Worker II		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION Farm Worker II		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			
30 %	1) Help take care of layers at Poultry Project.		
15 %	2) Help repair brooding, groweing and laying houses; and maintain cleanliness on its surroundings.		
20 %	3) Prepare monthly reports of all animal projects.		
35 %	4) Perform other duties assigned by superiors.		
100 %			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Dean, College of Agriculture</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center;">None</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Incubator, shovel, calculator, grass cutter, water hose, pails, typewriter, etc.</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;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</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	[]	[x]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[x]</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	[x]	Field work	[x]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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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="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: center;">  VICTORINO M. LAMO Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">To provide instruction, research and extension services.</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">To help in providing instruction, research and extension services.</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) Education: Elementary school graduate Experience:																													
23b Licenses or certificates required to do this work, if any.																													
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="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: center;">  SERENA L. SANCHEZ Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: center;">  PACIENCIA P. MILAN Head of Agency </div> </div>																													