

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESPINA DINAH MANIWANG (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 Dept. of Animal Science - College of Agriculture		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISUAB-API-1-1998	
7a. SALARY P.A. P175,560.00/annum		7b. OTHER COMPENSATION P.A./ACA P24,000.00/annum	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor 1		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 MUNICIPALITY [] CITY [] PROVINCE [] 1st 2nd 3rd 4th 5th 6th 7th 8th [] [] [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
75%	1. Teach undergraduate and graduate animal production courses, and acts as research person in trainings and seminars.		
10%	2. Supervise/manage the DAS-VSU Layer Project and extension project in native chickens.		
10%	3. Make research proposals in line of specialization and related fields.		
5%	4. Perform other duties that maybe assigned by the supervisor.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (list only by their item nos. and titles) Mr. Clemente R. Marañon & Pedro & Almenite																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Teaching materials, computer, calculator, weighing scale & other poultry equipment, etc.																			
18. CONTACT <table style="width: 100%;"> <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;">☒</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 Normal Working Condition ☒ Field work ☒ Field Trips ☐ Exposed to Varied Weather ☒ Other's (Specify) ☐
	Occasional	Frequent																	
General Public	☐	☒																	
Other Agencies	☒	☐																	
Supervisors	☐	☒																	
Management	☐	☒																	
Others (Specify)	☐	☐																	
20. I CERTIFY that the above answers are accurate and complete. <u>January 8, 2009</u> Date  DINAH M. ESPINA Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. To provide instruction, research, extension, & production services in the field of animal science.																			
22. Describe briefly the general function of the position. To provide instruction in animal science courses, production and extension services.																			
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: B-S. degree relevant to the job. Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>1-08-09</u> Date SERENA L. SANCHEZ Head, DAS-CA, VSU Signature and Title of Immediate Supervisor																			
25. APPROVED <u> </u> Date JOSE L. BACUNO Head of Agency																			