

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

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

Dept. of Animal Science - College of Agric. (DAS-CA) Visca, Baybay, Leyte

6a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO. VIS-CAB-AP1-1-98

7a. SALARY P.A.:

P 159,600.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

Assistant Professor I

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

(ON PH.D. STUDY LEAVE - Los Baños, Laguna - UP)

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 of the College of Agriculture, LSU</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;">n/a</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Teaching materials, computer, calculator, poultry/layer equipment, 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 Normal Working Condition (x) Field work [x] Field Trips [] Exposed to Varied Weather Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[x]																	
Other Agencies	[x]	[]																	
Supervisors	[]	[x]																	
Management	[]	[x]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>8/25/4</u> Date </div> <div style="text-align: center;"> DINAH M. ESPINA 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, extension, and production in the field of animal science.</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">To provide instruction in animal science courses, production 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: BS degree relevant to the job. Experience: 1 yr. of relevant experience; 4 hours 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. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> SERENA L. SANCHEZ Head, DAS-CA, LSU Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																			