

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Animal Science & Veterinary Medicine

6a. PRES. APPROP. : 6b. PREV. APPROP
ACT/ B.O. B. 87 : ACT/ BP B1g. 879
BOARD RES./ : BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. 6-54 : ITEM NO. 7-15

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

BESTIL (FAMILY NAME) LOLITO (GIVEN NAME) C. (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. : 7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

P37,025.40

COLA

9. WORKING OR PROPOSED TITLE

Instructor

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

- | | |
|-----|---|
| 40% | 1. Teaches Animal Production courses to college students. |
| 15% | 2. Formulates and conducts researches on animal production and/or pasture and forage utilization relevant to the small farmers. |
| 15% | 3. Coordinates and/or performs extension activities of the Dept. Head and of the Office of Extension of VISCA. |
| 15% | 4. Prepares instructional materials (syllabus, visual aids, etc.) and assist in setting up the laboratory for Animal Nutrition studies. |
| 3% | 5. Designs and implements training courses for farmers and extension workers of government agencies. |
| 7% | 6. Provides guidance in operating the Beef Cattle Project of VISCA. |
| 5% | 7. Performs other functions which may be assigned by the Dept. Head. |

VIRGO
FILE

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

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.

technical references, teaching aids and laboratory equipment

18. CONTACTS

19. WORKING CONDITION

	Occasional	Frequent
General Public	:	:
Other Agencies	:	:
Supervisors	:	:
Management	:	:
Others (specify)	:	:

Normal Working Condition	:	X
Field Work	:	:
Field Trips	:	:
Exposed to varied Weather	:	:
Others (specify)	:	:

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

June 5, 1987
Date

[Signature]
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 science, formulate research proposals

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

Experience:

plus other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.

24. I hereby certify that the above answers are accurate and complete.

June 8, 1987
Date

[Signature]
OSCAR B. POSAS - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
H. R. VILLANUEVA
Head of Agency