

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 Agri. (DAS-CA)

5. WORK STATION/PLACE OF WORK

LSU

6a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO. **VISCAB-AP1-1-1998**

7a. SALARY P.A.:

159,600.00
7b. OTHER COMPENSATION: FERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor 1

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

Assistant Professor 1

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)

184

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Dean of the College of Agriculture, LSU</p>																		
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)</p> <p style="text-align: center;">n/a</p>																			
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Teaching materials, computer, projector, calculator, poultry/layer equipment, etc.</p>																			
<p>18. CONTACT</p> <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;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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 type="checkbox"/>	<input checked="" 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"/>	<p>19. WORKING CONDITION</p> <p>Normal Working Condition <input checked="" type="checkbox"/></p> <p>Field work <input checked="" type="checkbox"/></p> <p>Field Trips <input type="checkbox"/></p> <p>Exposed to Varied Weather <input type="checkbox"/></p> <p>Other's (Specify) <input type="checkbox"/></p>
	Occasional	Frequent																	
General Public	<input type="checkbox"/>	<input checked="" 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"/>																	
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>9/19/2006</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>DINA M. ESPINA</u></p> <p>Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">Provide instruction, research, extension, and production services in the field of animal science.</p>																			
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Provide instruction in animal science courses, production, and extension services.</p>																			
<p>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).</p> <p>Education: BS degree in the area of specialization</p> <p>Experience: 1 year of relevant experience: 4 hrs. of relevant training.</p>																			
<p>23b. Licenses or certificates required to do this work, if any.</p>																			
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>OSCAR E. POSAS</u></p> <p>Head, DAS and Dean, CA, LSU</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																			
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>PACIENCIA P. MILAN</u></p> <p>Head of Agency</p> </div> </div>																			