

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

TAVEROS

AGNES

MORANTE

(Family Name)

(Given Name)

(Middle Name)

3. BUREAU OR OFFICE

VSU

5. WORK STATION/PLACE OF WORK

VSU

7a. SALARY P.A.:

7b. OTHER COMPENSATION PERA/ACA

9. WORKING PROPOSED TITLE

11. OCCUPATION GROUP TITLE

(leave blank)

6. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

OFFICIAL DESIGNATION OF POSITION

Assoc. Prof. III

APCO CLASSIFICATION OF THIS POSITION

FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY []

CITY []

PROVINCE []

1st

2nd

4th

5th

6th

[]

[]

[]

[]

[]

STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please

attach additional sheets.

of

Working Time:

DUTIES

60% : Teaches zootechnics & other basic veterinary courses

20% : Performs extension activities

15% : Serves as subject matter specialist

5% : Other duties as may be requested/required by supervisors

100%

1. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Department Head</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>College Dean</i>
---	---

2. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List by their item nos. and titles)

3. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

CONTACT		19. WORKING CONDITION
General Public	Occasional ☐ Frequent ☒	Normal Working Condition ☒
Other Agencies	☒ ☐	Field work ☒
Supervisors	☐ ☒	Field Trips ☒
Management	☐ ☒	Exposed to Variable Weather
Others (Specify)	☐ ☐	Other's (Specify) ☐

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

Date _____ Signature of Employee _____

5. Describe briefly the general function of the Unit or Section.

To provide instruction, research + extension services.

6. Describe briefly the general function of the position.

Instruction

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: *Relevant master's degree*

Experience: *2 yrs. of relevant experience; 8 hrs. of relevant training.*

Licenses or certificates required to do this work,
Licensed Veterinarian

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date *October 27, 2009* Signature of Immediate Supervisor *Eugene B. Lanada*
Date _____ Signature and Title of Immediate Supervisor _____

25. APPROVED

Date _____ *JOSE L. BACUSMO*
Date _____ Head: Agency _____