

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ) use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	GACUTAN		
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	DATIG		
3. DATE OF BIRTH (mm/dd/yyyy)	06/17/1986	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	MAHAPLAG, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Philippines
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	G2 DUPLEX House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	G2 DUPLEX House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	80		ZIP CODE
9. BLOOD TYPE	O+		ZIP CODE
10. GSIS ID NO.	02003494846		ZIP CODE
11. PAG-IBIG ID NO.	1700-0032-4506	19. TELEPHONE NO.	None
12. PHILHEALTH NO.	12-050634688-1	20. MOBILE NO.	09702926437
13. SSS NO.	0723488543	21. E-MAIL ADDRESS (if any)	manuel.gacutan@vsu.edu.ph
14. TIN NO.	944-690-003		
15. AGENCY EMPLOYEE NO.	V00741		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GACUTAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LYNDEL	NAME EXTENSION (JR., SR) NA	IOANNIS EMMANUEL G. GACUTAN	11/19/2017
MIDDLE NAME	GOYO			
OCCUPATION	AGRICULTURIST			
EMPLOYER/BUSINESS NAME	PHILIPPINE COCONUT AUTHORITY REGION VIII			
BUSINESS ADDRESS	BAYBAY CITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	GACUTAN			
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	JOSE			
25. MOTHER'S MAIDEN NAME				
SURNAME	DATIG			
FIRST NAME	NILDA			
MIDDLE NAME	RABUYA			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	VISCA FOUNDATION ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1992	1998	N/A	1998	CONSISTENT HONOR
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	1998	2003	N/A	2003	CONSISTENT HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF ANIMAL SCIENCE	2003	2007	N/A	2007	MAGNA CUMLAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN ANIMAL SCIENCE	2008	2010	N/A	2010	DEAN'S LIST
	SWEDISH UNIVERSITY IN AGRICULTURAL SCIENCES	MASTER OF SCIENCE IN ANIMAL SCIENCE	2012	2014	N/A	2014	ERASMUS MUNDUS
	UNIVERSITY OF COPENHAGEN	MASTER OF SCIENCE IN ANIMAL DERIVED FOODS	2012	2014	N/A	2014	ERASMUS MUNDUS
	UNIVERSITY OF THE PHILIPPINES LOS BANOS	DOCTOR OF PHILOSOPHY IN ANIMAL SCIENCE	2017	2021	N/A	2021	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 11, 2022
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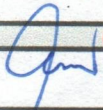
V. WORK EXPERIENCE

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY / JOB / PAY GRADE (if applicable) & STEP (Format *00-0*) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
	01/01/2022	PRESENT	ASSOCIATE PROFESSOR I	VISAYAS STATE UNIVERSITY	49,835.00	19-1	REGULAR PERMANENT	Y
	01/01/2021	31/12/2022	ASSOCIATE PROFESSOR I	VISAYAS STATE UNIVERSITY	48,313.00	19-1	REGULAR PERMANENT	
	01/01/2020	31/12/2022	ASSOCIATE PROFESSOR I	VISAYAS STATE UNIVERSITY	46,791.00	19-1	REGULAR PERMANENT	Y
	01/07/2019	12/31/2019	ASSOCIATE PROFESSOR I	VISAYAS STATE UNIVERSITY	45,269.00	19-1	REGULAR PERMANENT	Y
	01/01/2019	06/30/2019	ASSISTANT PROFESSOR III	VISAYAS STATE UNIVERSITY	36,942.00	17-1	REGULAR PERMANENT	Y
	01/01/2018	12/31/2018	ASSISTANT PROFESSOR III	VISAYAS STATE UNIVERSITY	34,781.00	17-1	REGULAR PERMANENT	Y
	01/03/2017	12/31/2017	ASSISTANT PROFESSOR III	VISAYAS STATE UNIVERSITY	32,747.00	17-1	REGULAR PERMANENT	Y
	01/01/2017	02/28/2017	ASSISTANT PROFESSOR III	VISAYAS STATE UNIVERSITY	30,044.00	16-1	REGULAR PERMANENT	Y
	01/01/2017	01/01/2017	INSTRUCTOR III	VISAYAS STATE UNIVERSITY	25,290.00	14-1	REGULAR PERMANENT	Y
	01/08/2016	12/31/2016	INSTRUCTOR III	VISAYAS STATE UNIVERSITY	24,141.00	14-1	REGULAR PERMANENT	Y
	01/01/2016	07/31/2016	INSTRUCTOR III	VISAYAS STATE UNIVERSITY	24,141.00	14-1	REGULAR TEMPORARY	Y
	01/11/2015	12/31/2015	INSTRUCTOR III	VISAYAS STATE UNIVERSITY	23,044.00	14-1	REGULAR TEMPORARY	Y
	01/01/2015	10/31/2015	INSTRUCTOR III	VISAYAS STATE UNIVERSITY	23,044.00	14-1	REGULAR TEMPORARY	Y
	01/06/2012	12/31/2014	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	23,044.00	12-1	REGULAR TEMPORARY	Y
	01/06/2011	05/31/2012	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	19,940.00	12-1	REGULAR TEMPORARY	Y
	10/29/2010	05/31/2011	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	18,333.00	12-1	REGULAR TEMPORARY	Y
	06/24/2010	10/28/2010	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	16,726.00	12-1	REGULAR CONTRACTUAL	Y
	01/07/2019	06/23/2010	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	15,119.00	12-1	REGULAR CONTRACTUAL	Y
	01/07/2018	06/30/2009	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	13,512.00	12-1	REGULAR CONTRACTUAL	Y
	06/18/2008	06/30/2008	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	12,284.00	12-1	REGULAR CONTRACTUAL	Y

SIGNATURE		DATE	Oct 11, 2022
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	VISCA EDUCATIONAL FOUNDATION INCORPORATED (VEFI) VISCA, BAYBAY CITY, LEYTE	01/08/2022	PRESENT	1	SECRETARY OF THE BOARD OF DIRECTORS	
	PHILIPPINE SOCIETY OF ANIMAL SCIENCE UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	01/10/2021	PRESENT	1	GOVERNING COUNCIL MEMBER	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	SUPERVISORY DEVELOPMENT COURSE TRACK 1	20/09/2022	23/09/2022	32	SUPERVISORY	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP)
	TRAINING OF TRAINERS ON FREE RANGE CHICKEN PRODUCTION AND MANAGEMENT	05/09/2022	06/09/2022	8	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE (ATI)-RTC 8
	REGIONAL TRAINING-WORKSHOP ON HALAL SLAUGHTERING AND CERTIFICATION	23/08/2022	25/08/2022	24	TECHNICAL	SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH IN AGRICULTURE
	TRAINING OF TRAINERS ON MEAT AND DAIRY GOAT PRODUCTION AND MANAGEMENT	19/08/2022	19/08/2022	8	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE (ATI)-RTC 8
	ONLINE TRAINING ON SCIENTIFIC WRITING AND PRESENTATION FOR HIGHER EDUCATION INSTITUTION IN THE PHILIPPINES	19/04/2022	17/05/2022	32	RESEARCH	SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH IN AGRICULTURE
	2021 VIRTUAL ISSAAS NATIONAL SCIENTIFIC CONGRESS	16/12/2021	17/12/2021	16	RESEARCH	INTERNATIONAL SOCIETY FOR SOUTHEAST ASIAN AGRICULTURAL SCIENCES (ISSAAS)
	1ST GLOBAL TRAINING ON AGRICULTURAL INNOVATIONS AND RESEARCH CONGRESS 2021	23/11/2021	23/11/2021	8	RESEARCH	NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY
	58TH PHILIPPINE SOCIETY OF ANIMAL SCIENCE SCIENTIFIC SEMINAR AND ANNUAL CONVENTION	20/10/2021	21/10/2021	16	TECHNICAL	PHILIPPINE SOCIETY OF ANIMAL SCIENCE
	2021 R4D IN HOUSE REVIEW OF COMPLETED RESEARCHERS AND RESEARCH SYMPOSIUM	28/09/2021	30/09/2021	24	RESEARCH	PHILIPPINE CARABAO CENTER NATIONAL HEAD QUARTERS AND GENE POOL
	2021 SERVICE EXCELLENCE SUMMIT FOR LEADERS (SESL): CREDIT OF TWELVE (12) LEADERSHIP AND MANAGEMENT TRAINING HOURS	09/09/2021	10/09/2021	12	SUPERVISORY	CIVIL SERVICE COMMISSION-REGION 8
	1ST VIRTUAL REGIONAL RESEARCH AND DEVELOPMENT STUDENT CONGRESS	25/08/2021	25/08/2021	8	RESEARCH	SOUTHERN TAGALOG AGRICULTURE, AQUATIC, AND RESOURCES RESEARCH, DEVELOPMENT, AND EXTENSION CONSORTIUM
	TRANSFORMATION LEADERSHIP IN A CHANGING ENVIRONMENT	25/08/2021	27/08/2021	24	SUPERVISORY	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP)
	1ST INTERNATIONAL CONFERENCE ON AGRICULTURAL REVOLUTION AND SUSTAINABILITY 2021	23/07/2021	23/07/2021	8	RESEARCH	CENTRAL BICOL STATE UNIVERSITY OF AGRICULTURE
	LABORATORY ANIMAL TRAINING FOR BIOMEDICAL RESEARCH: VIRTUAL LECTURES FOR TUKLAS LUNAS DEVELOPMENT CENTERS	12/04/2021	03/05/2021	32	RESEARCH	UP NATIONAL SCIENCES RESEARCH INSTITUTE AND PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT
	LIVESTOCK BIOTECHNOLOGY CENTER-VIRTUAL RESEARCH PROPOSAL WRITING WORKSHOP	23/02/2021	26/02/2021	24	RESEARCH	DEPARTMENT OF AGRICULTURE-LIVESTOCK BIOTECHNOLGY CENTER
	5TH INTERNATIONAL LIVESTOCK BIOTECHNOLOGY SYMPOSIUM	27/10/2020	28/10/2020	16	TECHNICAL	DEPARTMENT OF AGRICULTURE-LIVESTOCK BIOTECHNOLGY CENTER
	PHILSAN VIRTUAL ANIMAL NITRITION CONFERENCE 2020	21/10/2020	21/10/2020	8	TECHNICAL	PHILIPPINE SOCIETY OF ANIMAL NUTRITIONIST
	57TH PHILIPPINE SOCIETY OF ANIMAL SCIENCE ANNUAL CONVENTION	21/10/2020	22/10/2020	16	TECHNICAL	PHILIPPINE SOCIETY OF ANIMAL SCIENCE
	ENCHANCING MILK PRODUCTION OF WATER BUFFALOES THROUGH S&T	06/10/2020	07/10/2020	16	RESEARCH	PHILIPPINE CARABAO CENTER NATIONAL HEAD QUARTERS AND GENE POOL
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	COOKING	OUTSTANDING OVERALL RATING IN THE TEACHING PERFORMANCE EVALUATION BY STUDENTS (TPES) FOR AY 2020-2021		INTERNATIONAL SOCIETY FOR SOUTHEST ASIAN AGRICULTURAL SCIENCES		
	COMPUTER SKILLS	OUTSTANDING OVERALL RATING IN THE TEACHING PERFORMANCE EVALUATION BY STUDENTS (TPES) FOR AY 2021-2022		PHILIPPINE SOCIETY OF ANIMAL SCIENCE		
		BEST PRESENTER AWARD FOR PAPER PRESENTED		INTERNATIONAL HONOR SOCIETY OF PHI KAPPA PHI CHAPTER 045		
		BEST RDE POSTER		DOST-PCAARRD GRADUATE ALUMNIS ASSOCIATION, INC.		
		OUTSTANDING RDE PROJECT IN EXTENSION PROJECT CATEGORY				
		BEST PAPER AWARD				
		MAGNA CUM LAUDE				
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	Oct 11, 2022	



34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

Date Filed:

Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES

☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☒ YES

☐ NO

If YES, give details:

END OF CONTRACT

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. AMADO A. ANGELES	UPLB, LOS BANOS, LAGUNA	9178066066
DR. ARNEL N. DEL BARRIO	UPLB, LOS BANOS, LAGUNA	9177913105
DR. JULIUS V. ABELA	VISAYAS STATE UNIVERSITY	9208553990

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

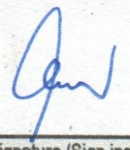


Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VISAYAS STATE UNIVERSITY

ID/License/Passport No.: V00223

Date/Place of Issuance: JAN 2, 2010/MISCA



Signature (Sign inside the box)

Oct 16, 2022

Date Accomplished



SUBSCRIBED AND SWORN to before me this

27 OCT 2022

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: July 1, 2019– present
- Position: Associate Professor 1
- Name of Office/Unit: Department of Animal Science
- Immediate Supervisor: Dr. Victor B. Asio/Dr. Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University

- Duration: January 1, 2017– June 30, 2019
- Position: Assistant Professor III
- Name of Office/Unit: Department of Animal Science
- Immediate Supervisor: Dr. Dinah M. Espina
- Name of Agency/Organization and Location: Visayas State University

- Duration: January 1, 2015– December 31, 2016
- Position: Instructor III
- Name of Office/Unit: Department of Animal Science
- Immediate Supervisor: Dr. Lolito C. Bestil
- Name of Agency/Organization and Location: Visayas State University

- Duration: June 18, 2008 – December 31, 2014
- Position: Instructor I
- Name of Office/Unit: Department of Animal Science
- Immediate Supervisor: Dr. Serena L Sanchez/ Dr. Sulpecio C. Bantugan
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

### **Instruction**

- Taught graduate and undergraduate courses in animal science related subjects such as Principles of Animal Science, Introduction to Livestock and Poultry Production, Slaughter and Processing of Animal Products, Animal Nutrition, Methods of Agricultural Research, Feed Formulation and Quality Control, Non-Ruminant Nutrition, Statistical Methods of Agricultural Research, and Special Topics.
- Served as thesis or dissertation adviser in BS, MS and PhD Animal Science students
- Served as member of the curriculum committee of the Department and of the College
- Prepared and revised teaching materials/guides
- Prepared and administered examinations (mid/final/long/quizzes)
- Checked test papers and returns to students one week after examination
- Submitted grade sheets within prescribed period to the Registrar through the department
- Turned over class records to department heads within two weeks after final examination



- Allocated time for consultation by his/her students during scheduled consultation hours

### **Research**

- Developed proposals for animal science research
- Conducted approved researches with internal and external funding
- Submitted terminal reports related to research projects
- Presented and submitted publications of research outputs
- Evaluated, recommended and approved research proposal, completed researches as member of the technical working group for livestock and poultry and for higher and advanced education

### **Extension**

- Developed proposals for extension function in animal science
- Conducted approved extension projects with internal and external funding
- Submitted terminal reports related to extension projects
- Presented and submitted publications of extension projects
- Served as resource person in animal production related trainings

### **Production**

- Project manager- Poultry and Duck Project
- Project manager – Beef cattle project
- In Charge – Animal Nutrition Laboratory

### **Administration**

- Lead in the preparation of documentary requirements for any relevant accreditation that the department is subjected to or the program under the departmental academic offerings
- Assisted the College Dean and the Office of the Director of the QAC in the monitoring and evaluation of the implementation of standards required by the accrediting bodies
- Planned, organized and periodically reviewed and evaluated departmental activities and programs
- Determined the placement of personnel in the department to fully utilize human resources (i.e., talents and capabilities)
- Assisted the Dean in the recruitment, promotion, transfer and separation of faculty
- Recommend specific courses of action for staff development, including participation in seminars, scholarships, and other programs of professional advancement
- Conduct investigation, when proper and recommended to the Dean immediate disciplinary action on any erring personnel or students in the department conformity with any existing policies and rule and regulations of the university;
- Made periodic assessment of the performance of staff members and submitted appropriate reports to the Dean;
- Undertook department budget analysis and submit recommendations for the department's annual budget

### **Other functions**

- Served as adviser in the DAS student organization
- Performed functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions

- Performed other functions assigned by the College Dean, Vice Presidents and the University President

**Summary of Actual Duties**

- Provided high quality, updated, science based and relevant instruction to students.
- Guided the students in the formulation, conduct and publication of their undergraduate thesis.
- Instilled to the students the core values of VSU as they navigate towards their goals.
- Formulated and published research studies that could benefit the general public, especially the marginal communities.
- Managed the animal projects assigned to me with expertise and unbiased decision.
- Supervised faculty and staff in the deliverance of instruction, research, extension, and production functions.
- Approved department level budget, hiring of personnel, requests of faculty/staff, and among others.

  
MANUEL D. GACUTAN JR

(Signature over Printed Name  
of Employee/Applicant)

Date: Oct 14, 2022