

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 Visayas State College of Agriculture	3. BUREAU OR OFFICE		
4. DEPT./BRANCH/DIVISION Dept. of Ani. Sci. and Vet. Med. (DASVM)	5. WORK STATION/PLACE OF WORK VISCA, Baybay, Leyte		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.:	
		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		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 attached additional sheets.			
Percent of Working Time : 80% : 15% : 5% : 100% :			
DUTIES 1. Teach undergraduate animal production courses. 2. Supervise/manage the Duck and Poultry Project of the college. 3. Perform other tasks that maybe assigned by the supervisor.			

<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;">Director of Instruction</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;">Orlando Latras, Laborer</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Teaching materials, poultry equipment, etc.</p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</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>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	<u>Occasional</u>	<u>Frequent</u>																											
General Public	[X]	[]																											
Other Agencies	[X]	[]																											
Supervisors	[]	[X]																											
Management	[]	[X]																											
Other (Specify)	[]	[]																											
Normal Working Condition	[X]																												
Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Others (Specify)	[]																												
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p><u>12/14/98</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>OmCay</i></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;">To provide instruction, research and extension in the field of animal scienc and vet. medicine.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">To provide instruction in animal science courses.</p>																													
<p>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).</p> <p>Education:</p> <p>Experience: <u>Bachelor's degree relevant to the job</u></p> <p style="text-align: center;">1 yr relevant experience; 4 hrs 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: 10px;"> <div style="text-align: center;"> <p><u>15 Dec 1998</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Sulpecio C. Bantugan</i></p> <p>SULPECIO C. BANTUGAN - Dept. Head</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: 10px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Samuel S. Go</i></p> <p>SAMUEL S. GO</p> <p>Head of Agency</p> </div> </div>																													