

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Veterinary Basic Sciences

1. NAME OF EMPLOYEE

TAVEROS AGNES M.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

Dept. of Veterinary Basic Sciences

5. WORK STATION/PLACE OF WORK

DVBS

6a. FRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VIS-CAB-APRO1-4-2004

7a. SALARY P.A.: P 213,588.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Associate Professor II

9. WORKING PROPOSED TITLE

Associate Professor II

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  
attach additional sheets.

Percent of

Working Time :

DUTIES

70% - teaches animal health and veterinary courses (lec/lab)

15% - conduct research and extension activities

10% - performed duties in different committees assigned to her

5% - do other duties, such as, subject matter specialist, Academic adviser,

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;"><b>Department Head</b></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;"><b>College Dean</b></div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles) <div style="text-align: center;"><b>laboratory media, animals etc.</b></div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;"><b>computers, laboratory equipment, surgical apparatus, etc.</b></div>																			
18. CONTACT <table style="width: 100%; border: none;"> <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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input 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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition. Field work <span style="float: right;"><input checked="" type="checkbox"/></span> Field Trips <span style="float: right;"><input checked="" type="checkbox"/></span> Exposed to Varied Weather Other's (Specify) <span style="float: right;"><input checked="" type="checkbox"/></span>
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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: <b>Relevant masteral degree</b> Experience: <b>2 years of relevant experience; 8 hours of relevant training.</b>																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> <u>December 5, 2005</u> Date             </td> <td style="width: 50%; text-align: center;">   <u>BRAULIO B. ALFARO, JR.</u> Signature and Title of Immediate Supervisor             </td> </tr> </table>		<u>December 5, 2005</u> Date	 <u>BRAULIO B. ALFARO, JR.</u> Signature and Title of Immediate Supervisor																
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