

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Latras Jaime Villariaza (Family Name) (Given Name) (Middle Name)													
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE													
4. DEPT./BRANCH/DIVISION Department of Animal Science		5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte													
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:													
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide 1		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: D U T I E S															
<table><tr><td>40%</td><td>1. Pasturing and returning goat/sheep to the houses/cleaning animal houses.</td></tr><tr><td>10%</td><td>2. Gathering forages/providing water to animals.</td></tr><tr><td>10%</td><td>3. Health care of animals.</td></tr><tr><td>10%</td><td>4. Clearing pasture paddocks/repairing fences.</td></tr><tr><td>20%</td><td>5. Planting of forages/pasture improvement.</td></tr><tr><td>10%</td><td>6. Do other jobs assigned by project manager and/or by Department Head.</td></tr></table>				40%	1. Pasturing and returning goat/sheep to the houses/cleaning animal houses.	10%	2. Gathering forages/providing water to animals.	10%	3. Health care of animals.	10%	4. Clearing pasture paddocks/repairing fences.	20%	5. Planting of forages/pasture improvement.	10%	6. Do other jobs assigned by project manager and/or by Department Head.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Project Manager</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Department Head</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;">None</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Cleaning materials and carpenter's tools.</div>																			
18. CONTRACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</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>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [x] Others (Specify) [x]
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[x]	[]																	
Supervisors	[]	[x]																	
Management	[]	[x]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> JAIME V. LATRAS Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">production of animals for instruction, research, extension, and public consumption/uses.</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">Assists in the production of animals.</div>																			
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). Education: Able to read and write. Experience:																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">Not necessary</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> WARREN D. COME - Goat/Sheep Project Manager Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> EDGARDO E. TULIN Head of Agency </div> </div>																			