

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>LATRAS</b> (Family Name)</span> <span><b>JAI ME</b> (Given Name)</span> <span><b>VILLARIASA</b> (Middle Name)</span> </div>															
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b>															
<b>4. DEPT./BRANCH/DIVISION</b> Dept. of Animal Science (DAS)		<b>5. WORK STATION/PLACE OF WORK</b>															
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <b>6a. PRES. APPRO.</b>            ACT/            BOARD RES/            ORD. NO.            ITEM NO.         </div> <div style="width: 48%;"> <b>6b. PREV. APPRO</b>            ACT/            BOARD RES/            ORD. NO.            ITEM NO.         </div> </div>		<b>7a. SALARY P.A.:</b>  <b>7b. OTHER COMPENSATION: P 24,000.00</b>															
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Instructor I Farm Worker II		<b>9. WORKING PROPOSED TITLE</b>															
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)															
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>																	
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>																	
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Percent of Working Time:</span> <span><b>D U T I E S</b></span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">45%</td> <td style="vertical-align: top;">1. Pasturing of goat/sheep and returning them to their shed, providing them with water and feed supplement. Cutting and hauling of forages and cleaning/sanitation of animal shed and its surrounding.</td> </tr> <tr> <td style="vertical-align: top;">20%</td> <td style="vertical-align: top;">2. Cleaning of previously pastured areas, application of fertilizer and repairing boundary fences. Planting of kakawate on fence line and planting different grasses in pasture paddocks.</td> </tr> <tr> <td style="vertical-align: top;">10%</td> <td style="vertical-align: top;">3. Give medication and takes care of newly born animals, deworm goat/sheep.</td> </tr> <tr> <td style="vertical-align: top;">10%</td> <td style="vertical-align: top;">4. Restraining, weighing and loading the animals during selling and facilitate inspection report.</td> </tr> <tr> <td style="vertical-align: top;">10%</td> <td style="vertical-align: top;">5. Repairing of goat/sheep houses, sacking/selling of animal manure, and assisting cattle project during deworming and selling of calves.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">6. Other jobs as maybe requested by supervisors.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>				45%	1. Pasturing of goat/sheep and returning them to their shed, providing them with water and feed supplement. Cutting and hauling of forages and cleaning/sanitation of animal shed and its surrounding.	20%	2. Cleaning of previously pastured areas, application of fertilizer and repairing boundary fences. Planting of kakawate on fence line and planting different grasses in pasture paddocks.	10%	3. Give medication and takes care of newly born animals, deworm goat/sheep.	10%	4. Restraining, weighing and loading the animals during selling and facilitate inspection report.	10%	5. Repairing of goat/sheep houses, sacking/selling of animal manure, and assisting cattle project during deworming and selling of calves.	5%	6. Other jobs as maybe requested by supervisors.	100%	
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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Animal Project Manager</p> <p>ABASALATV      EMIAL      ZARTAL</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Department Head</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;">none</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Bolo, shovel, insects spray knapsack, weighing scale, animals, etc.</p>																													
<p>18. CONTRACT</p> <table style="width:100%; border-collapse: collapse;"> <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;">[   ]</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	[   ]	[   ]	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;">[ X ]</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	[ X ]	Field Trips	[   ]	Exposed to Varied Weather	[   ]	Others (Specify)	[   ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">provide instruction, research, extension, and production services in the field of animal science.</p>																													
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<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 style="text-align: center;">Education: <i>Elementary school graduate</i></p> <p style="text-align: center;">Experience: _____</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">n/a</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: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">3/6/13</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">LOLITO C. BESTIL - Head, DAS, VSU</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">JOSE L. BACUSMO</p> <p style="text-align: center;">Head of Agency</p> </div> </div>																													