

<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><u>LATRAS</u> (Family Name)</span> <span><u>ORLANDO, SR.</u> (Given Name)</span> <span><u>VILLARIASA</u> (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> <u>Dept. of Animal Science (DAS)</u>	<b>5. WORK STATION/PLACE OF WORK</b> Visayas State Univ., Visca, Baybay City, Leyte		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> <div style="width: 45%;"> <b>6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> </div>	<b>7a. SALARY P.A.:</b>  <b>7b. OTHER COMPENSATION: P 24,000.00</b>		
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <u>Farm Worker I</u>	<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;"> <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;">           25%  30%  10%  10%  20%  5%  100%         </td> <td style="width: 90%; vertical-align: top;">           1. Pasturing and returning animals to their shed and providing them with water. Sanitation/cleaning of animal shed and its surroundings.            2. Replanting of pasture. Cleaning of previously pastured paddocks, and Application of fertilizer and repair of boundary corrals/pasture fences.            3. Deworming cattle/horses, spraying of chemicals on the animals body for fly/tick control and care of newly born animals.            4. Driving animal to chute/restraining, weighing and loading the animal during disposal, and preparation of arena/stage during Rodeo competition.            5. Gathering/hauling and chopping of forages for cattle/horses.            6. Other jobs as maybe requested by supervisors.         </td> </tr> </table>		25%  30%  10%  10%  20%  5%  100%	1. Pasturing and returning animals to their shed and providing them with water. Sanitation/cleaning of animal shed and its surroundings. 2. Replanting of pasture. Cleaning of previously pastured paddocks, and Application of fertilizer and repair of boundary corrals/pasture fences. 3. Deworming cattle/horses, spraying of chemicals on the animals body for fly/tick control and care of newly born animals. 4. Driving animal to chute/restraining, weighing and loading the animal during disposal, and preparation of arena/stage during Rodeo competition. 5. Gathering/hauling and chopping of forages for cattle/horses. 6. Other jobs as maybe requested by supervisors.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Animal Project Manager		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Department Head	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) none			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Bolo, shovel, Insects Spray Knapsack, weighing scale, animals, etc.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[X]	[ ]	Normal Working Condition [X]
Other Agencies	[ ]	[ ]	Field Work [X]
Supervisors	[ ]	[X]	Field Trips [ ]
Management	[ ]	[X]	Exposed to Varied Weather [ ]
Other (Specify)	[ ]	[X]	Others (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete.  Date _____ Signature of Employee <u>Orlando Lator</u>			
21. Describe briefly the general function of the Unit or Section. provide instruction, research, extension, and production services in the field of animal science.			
22. Describe briefly the general function of the position. Assist in the production and selling of animals.			
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: Elementary school graduate Experience: none			
23b. Licenses or certificates required to do this work, if any. n/a			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  Date <u>3/6/13</u> Signature and Title of Immediate Supervisor <u>LOLITO C. BESTIL - Head, DAS, VSU</u>			
25. APPROVED:  Date _____ Head of Agency <u>JOSE L. BACUSMO</u>			