

REPUBLIC OF THE PHILIPPINES

BO-232 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

DASVM, VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ RA 6831 :

BOARD RES/ :

ORD. NO. :

ITEM NO. 114-5 :

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

10. WAPOO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

LANADA EUGENE
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P45,056

7b. OTHER COM-
PENSATION

9. WORKING PROPOSED TITLE

Instructor II

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

1st	2nd	3rd	4th	5th	6th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of: DUTIES

Working :
Time :

- | | |
|-----|---|
| 50% | 1. Teaching Animal health subjects to undergrad. students. |
| 15% | 2. Extension & field veterinary work within the DASVM projects, VISCA campus & neighboring areas. |
| 10% | 3. Basic & applied research activities. |
| 10% | 4. Production of laboratory guides, teaching manuals and other instructional aids. |
| 5% | 5. Helps in the improvement of the animal health laboratory of DASVM. |
| 5% | 6. Co-curricular/student-related activities. |
| 5% | 7. Performance of other activities which may be required by the department head and/or other higher authorities in VISCA. |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

16. NAMES, Department and Titles. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. Teaching materials, veterinary equipment & supplies, etc.

	Occasional	Frequent		
General Public	:	:	Normal Working Condition	:
Other Agencies	:	:	Field Work	:
Supervisors	: x :	:	Field Trips	: x :
Management	:	:	Exposed to varied Weather	:
Others (Specify)	:	: y :	Others (Specify)	:

I CERTIFY that the above answers are accurate and complete.

June 5, 1992

Date

[Signature]

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Animal Health courses, to perform extension services.

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:

Experience: BS degree with specific area of specialization plus other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.

24. I hereby certify that the above answers are accurate and complete.

Date

[Signature]
Signature of Immediate Supervisor

25. APPROVED:

Date

[Signature]
M. R. VILLANUEVA