

# REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

## 1. NAME OF EMPLOYEE

ESPINA DINAH MANTIWANG  
(Family Name) (Given Name) (Middle Name)

## 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

## 3. BUREAU OR OFFICE

LSU

## 4. DEPT./BRANCH/DIVISION

Dept. of Animal Science - College of Agric. (DAS-CA)

## 5. WORK STATION/PLACE OF WORK

LSU

## 3a. PRES. APPRO.

ACT/  
BOARD RES/  
ORD. NO.

## 6b. PREV. APPRO

ACT/  
BOARD RES/  
ITEM NO. VI SCAB-AP1-1-1998

## 7a. SALARY P.A.:

P175,560.00

## 7b. OTHER COMPENSATION: PERA/ACA

## 3. OFFICIAL DESIGNATION OF POSITION

Assistant Professor 1

## 9. WORKING PROPOSED TITLE

## 10. WAPCO CLASSIFICATION OF THIS POSITION

Assistant Professor 1

## 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

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

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

Percent of Working Time: DUTIES

80%

1) Teach undergraduate and graduate animal production courses.

15%

2) Supervise/manage the DAS-CA, VSU Layer Project.

5%

3) Perform other duties that maybe assigned by the department head.

100%



<b>4. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Department Head	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> College Dean
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**6. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE** (if more than ( 7 ) list only by their item nos. and titles)  
 n/a

**7. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.**  
 Teaching materials, computer, calculator, poultry/layer equipment, etc.

<b>8. CONTACT</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table>		Occasional	Frequent	General Public	[ ]	[x]	Other Agencies	[x]	[ ]	Supervisors	[ ]	[x]	Management	[ ]	[x]	Others (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Normal Working Condition</td> <td></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;">[x]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </table>	Normal Working Condition		Field work	[x]	Field Trips	[x]	Exposed to Varied Weather		Other's (Specify)	[ ]
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**20. I CERTIFY that the above answers are accurate and complete.**

10/31/2007  
Date

  
DINAH M. ESPINA  
 Signature of Employee

**1. Describe briefly the general function of the Unit or Section.**  
 To provide instruction, research, extension, and production in the field of animal science.

**2. Describe briefly the general function of the position.**  
 To provide instruction in animal science courses, production and extension services.

**3.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).**

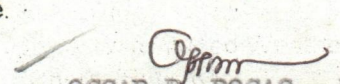
Education: BS degree relevant to the job.

Experience: 1 yr. of relevant experience, 4 hrs of relevant training.

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

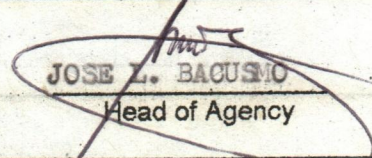
**4. I HEREBY CERTIFY that the above answers are accurate and complete.**

\_\_\_\_\_  
Date

  
OSCAR B. POSAS - Head, DAS-CA, LSU  
 Signature and Title of Immediate Supervisor

**5. APPROVED**

\_\_\_\_\_  
Date

  
JOSE L. BACUSMO  
 Head of Agency