

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> Latras (Family Name) Orlando (Given Name) Villaj (Middle Name) </div>												
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												
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>USCAB-PAWL-1-200V</i> </div> </div>	7a. SALARY P.A.: <i>\$116,100.00</i> 7b. OTHER COMPENSATION: <i>\$24,000</i>												
8. OFFICIAL DESIGNATION OF POSITION Farm Worker I	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 <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<div style="display: flex; justify-content: space-between;"> <div> Percent of : Working Time: </div> <div style="text-align: center;"> D U T I E S </div> </div>													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">40%</td> <td style="width: 90%;">1. pasturing and returning cattle to their shed/cleaning animal shed.</td> </tr> <tr> <td style="vertical-align: top;">10%</td> <td>2. Gathering/chopping forages.</td> </tr> <tr> <td style="vertical-align: top;">10%</td> <td>3. Health care of animals.</td> </tr> <tr> <td style="vertical-align: top;">20%</td> <td>4. planting of forages/pasture improvement.</td> </tr> <tr> <td style="vertical-align: top;">10%</td> <td>5. Cleaning pasture paddocks/repairing fences.</td> </tr> <tr> <td style="vertical-align: top;">10%</td> <td>6. Do other jobs assigned by project manager and/or by Department Head.</td> </tr> </table>		40%	1. pasturing and returning cattle to their shed/cleaning animal shed.	10%	2. Gathering/chopping forages.	10%	3. Health care of animals.	20%	4. planting of forages/pasture improvement.	10%	5. Cleaning pasture paddocks/repairing fences.	10%	6. Do other jobs assigned by project manager and/or by Department Head.
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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Project Manager</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;">Cleaning materials and carpenter's tools.</p>																													
<p>18. CONTRACT</p> <table style="width: 100%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">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;">[x]</td></tr></tbody></table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[x]	<p>19. WORKING CONDITION</p> <table style="width: 100%;"><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;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[x]</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	[]	Field Trips	[x]	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>_____</p><p style="text-align: center;">Date</p></div><div style="width: 50%; text-align: right;"><p><i>Orlando V. Latras</i></p><p>ORLANDO V. LATRAS</p><p>Signature of Employee</p></div></div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">PRODUCTION OF ANIMALS FOR INSTRUCTION? RESEARCH? EXTENSION? AND PUBLIC CONSUMPTION.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Assists in the production of animals.</p>																													
<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>Education:</p> <p>Experience: Elementary School Graduate</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">Not necessary</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>_____</p><p style="text-align: center;">Date</p></div><div style="width: 50%; text-align: right;"><p><i>Manuel D. Gacutan, Jr.</i></p><p>MANUEL D. GACUTAN, JR. - Cattle/Pasture, Project Manager</p><p>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>_____</p><p style="text-align: center;">Date</p></div><div style="width: 50%; text-align: right;"><p><i>Jose L. Bacusmo</i></p><p>JOSE L. BACUSMO</p><p>Head of Agency</p></div></div>																													