

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		PRAVERA CARL LEONARD MONREAL (Family Name) (Given Name) (Middle Name)	
4. DEPT./BRANCH/DIVISION COLLEGE OF VETERINARY MEDICINE		3. BUREAU OR OFFICE YSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		5. WORK STATION/PLACE OF WORK	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.:	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		7b. OTHER COMPENSATION: P 24,000.00	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE INSTRUCTOR I	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []		11. OCCUPATION GROUP TITLE (leave blank)	
1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: DUTIES			
85% 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.			
5% 2. Member in different committees.			
5% 3. Participate in the co-curricular activities.			
5% 4. Perform other functions assigned by the Department Head.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPARTMENT HEAD / DEAN

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR OF INSTITUTION

16. NAMES, TITLES AND ITEM NOS. 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.

LCD PROTECTOR, CAPTOP, TEACHING MATERIALS, LAB, EQUIPMENT

18. CONTRACT

General Public
Other Agencies
Supervisors
Management
Other (Specify)

Occasional

Frequent

[X]	[]
[]	[]
[]	[]
[]	[]
[]	[]

19. WORKING CONDITION

Normal Working Condition
Field Work
Field Trips
Exposed to Varied Weather
Others (Specify)

[X]
[]
[]
[]
[]

20. I CERTIFY that the above answers are accurate and complete.

10/2/16
Date

Signature of Employee

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

TO PROVIDE INSTRUCTION, RESEARCH & EXTENSION IN THE FIELD OF ANIMAL HEALTH & VETERINARY MEDICINE COURSE

22. Describe briefly the general function of the position.

TO PROVIDE INSTRUCTION, RESEARCH IN ANIMAL HEALTH & VETERINARY MEDICINE COURSE

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: Masteral degree in the field of specialization.

Experience:

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

LICENSE FOR PASSING LICENSURE EXAM OF VETERINARIAN : 8888

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

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

EDGARDO E. TULIN
Head of Agency