

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>QUILICOT (Family Name)</span> <span>ANA MARQUITA (Given Name)</span> <span>MARTIANO (Middle Name)</span> </div>													
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  VSU													
4. DEPT./BRANCH/DIVISION Department of Veterinary Clinical Sciences		5. WORK STATION/PLACE OF WORK VSU													
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. 11st 2-22-2011	7a. SALARY P.A.: P 22,806.40  7b. OTHER COMPENSATION: P 24,000.00 PERA/ACA													
8. OFFICIAL DESIGNATION OF POSITION Instructor II		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; margin-bottom: 10px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <table style="width: 100%; text-align: center;"> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> <tr> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> </tr> </table>				1st	2nd	3rd	4th	5th	6th	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
1st	2nd	3rd	4th	5th	6th										
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]										
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.															
<div style="display: flex; justify-content: space-between;"> <span>Percent of Working Time:</span> <span>D U T I E S</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;">           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.         </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 50px;"> </div>				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%			
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100%															



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

NA

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

Teaching materials, Laboratory equipment

18. CONTRACT

	Occasional	Frequent
General Public	[ X ]	[ ]
Other Agencies	[ / ]	[ ]
Supervisors	[ ]	[ / ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

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

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

21 November 2011

Date

Signature of Employee

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

To provide instruction, research and extension in the field of Animal Health and Veterinary Medicine.

22. Describe briefly the general function of the position.

To provide instruction and research in Animal Health & Veterinary Medicine courses.

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: B. S. degree in the area of specialization.

Experience:

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

PRC License

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

October 21, 2011

Date

EUGENE B. LANADA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO  
Head of Agency