

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> BALALA LOTUS M. (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>3. BUREAU OR OFFICE</b> VSU	
<b>4. DEPT./BRANCH/DIVISION</b> Dept. of Veterinary Paraclinical Sciences		<b>5. WORK STATION/PLACE OF WORK</b> VSU	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO.	<b>7a. SALARY P.A.:</b>  <b>7b. OTHER COMPENSATION PERA/ACA</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Assist. Prof. I		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]  1st [ ] 2nd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b> Percent of : Working Time :			
<b>DUTIES</b>			
70% : Teach veterinary medicine courses			
20% : Do other duties such as : subject matter specialist, Academic adviser, Thesis adviser, & College Secretary			
10% : Perform duties in different committees of CUM & VSU			
100% :			



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

Dept. Head

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3. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)

NA

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

Teaching materials, lab equipment, clinical instruments, animal specimen & computer

CONTACT

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition ☒  
Field work ☒  
Field Trips ☒  
Exposed to Varied Weather ☒  
Other's (Specify) ☐

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

5/11/10

Date

Signature of Employee

Describe briefly the general function of the Unit or Section.

To provide instruction, research & extension in the field of VetMed

2. Describe briefly the general function of the position.

To provide instruction in Vet. Med. courses

23.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: Bachelor's degree relevant to the job

Experience:

licenses or certificates required to do this work,  
none required

PRC license

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

May 12, 2010

Date

EUGENE B. LAÑADA

Signature and Title of Immediate Supervisor

APPROVED

Date

JOSE L. BACASMO

Head of Agency