

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: 10px;"> <span>BALOT</span> <span>RAMON</span> <span>ARES</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 10px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE <div style="margin-top: 10px;">COLLEGE OF VETERINARY MEDICINE</div>	
4. DEPT./BRANCH/DIVISION <div style="margin-top: 10px;">DEPT. of VETERINARY BASIC SCIENCES</div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 10px;">VSCM, BAYBAY CITY, LEYTE</div>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 27,280.00  7b. OTHER COMPENSATION: P 24,000.00 <div style="margin-top: 10px;">PMA/ACA</div>	
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 10px;">INSTRUCTOR I</div>		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-top: 10px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div>			
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>DUTIES</span> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>85%</span> <span>1. Teaches assigned subject and performs other teaching related functions, among others the following:</span> </div> <div style="margin-left: 20px;">           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.         </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>5%</span> <span>2. Member in different committees.</span> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>5%</span> <span>3. Participate in the co-curricular activities.</span> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>5%</span> <span>4. Perform other functions assigned by the Department Head.</span> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>100%</span> <span></span> </div> </div>			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">DEAN</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">NA</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Teaching materials, laboratory equipment</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">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;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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;">[ ]</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	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
	Occasional	Frequent																											
General Public	[ X ]	[ ]																											
Other Agencies	[ ]	[ ]																											
Supervisors	[ ]	[ ]																											
Management	[ ]	[ ]																											
Other (Specify)	[ ]	[ ]																											
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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <div style="font-size: 1.2em; margin-bottom: 5px;">Oct. 07 2014</div> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;">   <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">To provide instruction, research and extension services in the field of Animal Health &amp; Veterinary Medicine</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">To provide instruction &amp; research in Animal Health &amp; Veterinary Medicine courses</div>																													
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). <div style="margin-top: 10px;">           Education: Masteral degree in the field of specialization.            Experience:         </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">PhD License</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <div style="font-size: 1.2em; margin-bottom: 5px;">04 November 2014</div> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;">   <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;">   <div style="font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																													