

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em; font-weight: bold;">DEPARTMENT HEAD</div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em; font-weight: bold;">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; font-weight: bold;">N/A</div>																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.2em; font-weight: bold;">TEACHING MATERIALS & LABORATORY EQUIPMENT</div>																															
18. CONTRACT <table border="0" style="width:100%;"><tr><td></td><td style="text-align: center;"><u>Occasional</u></td><td style="text-align: center;"><u>Frequent</u></td></tr><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></table>			<u>Occasional</u>	<u>Frequent</u>	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table border="0" style="width:100%;"><tr><td>Normal Working Condition</td><td style="text-align: right;">[X]</td></tr><tr><td>Field Work</td><td style="text-align: right;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: right;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: right;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: right;">[]</td></tr></table>		Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	<u>Occasional</u>	<u>Frequent</u>																													
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; align-items: flex-end; margin-top: 20px;"><div style="text-align: center;"><div style="font-size: 1.2em; font-weight: bold;">Aug. 8, 2015</div><div>_____</div><div style="font-size: 0.8em;">Date</div></div><div style="text-align: center;"><div style="font-size: 1.5em; font-weight: bold;">[Signature]</div><div>_____</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; font-weight: bold;">To provide instruction, research & extension services in the field of animal health & veterinary medicine</div>																															
22. Describe briefly the general function of the position. <div style="text-align: center; font-size: 1.2em; font-weight: bold;">to provide instruction & research in animal health & 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</div> <div style="margin-top: 10px;">Experience:</div>																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"><div style="text-align: center;"><div style="font-size: 1.2em; font-weight: bold;">13 October 2015</div><div>_____</div><div style="font-size: 0.8em;">Date</div></div><div style="text-align: center;"><div style="font-size: 1.5em; font-weight: bold;">[Signature]</div><div>_____</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; align-items: flex-end; margin-top: 20px;"><div style="text-align: center;"><div style="font-size: 1.2em; font-weight: bold;">[Signature]</div><div>_____</div><div style="font-size: 0.8em;">Date</div></div><div style="text-align: center;"><div style="font-size: 1.5em; font-weight: bold;">[Signature]</div><div>_____</div><div style="font-size: 0.8em;">Signature and Title of Immediate Supervisor</div></div></div>																															

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BAGOT MELVIN AYES (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE College of Veterinary Medicine	
4. DEPT./BRANCH/DIVISION Dept. of Basic Veterinary Sciences		5. WORK STATION/PLACE OF WORK USCA, Baybay City, Leyte	
6a. PRES. APPRO. 6b. PREV. APPRO. ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 19,940.00 7b. OTHER COMPENSATION: 2,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor 1		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 MUNICIPALITY [] CITY [] PROVINCE [] 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: D U T I E S			
85% 1. Teaches assigned subject and performs other teaching functions, among other the following: a. Prepared teaching materials/ guides and submit to department head. b. Conducts examination (mid/final/long hours/quizzes). c. Check 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%			