

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ABELA JULIUS VILLAR <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Department of Animal Science		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: ₱ 282,660- 7b. OTHER COMPENSATION PERA/ACA ₱ 24,000-	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof. 3		9. WORKING PROPOSED TITLE AP 3-22-2008	
10. WAPCO CLASSIFICATION OF THIS POSITION Asst. Prof. 3		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st []</div> <div>2nd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. Percent of : Working Time :			
DUTIES			
85% : 5% : 5% : 5% : 100% :	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. 2. Member in different committees. 3. Participate in the co-curricular activities. 4. Perform other functions assigned by the Department Head.		

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OP# 5027
5/24

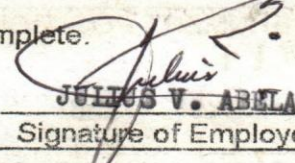
14. POSITION TITLE OF IMMEDIATE SUPERVISOR SALIVY SULIUG ALMBA Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list
only by their item nos. and titles)
Alejandro Bulawon

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Teaching materials, computer, calculator, weighing scale, animals, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Normal Working Condition (x)
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field work <input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Trips <input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>

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

_____ Date	 JULIUS V. ABELA Signature of Employee
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21. Describe briefly the general function of the Unit or Section.
To provide instruction, research, extension and production in the field of animal science.

22. Describe briefly the general function of the position.
To provide instruction in animal science courses and extension services to clientele.

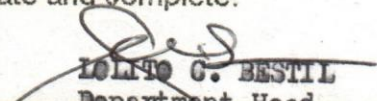
23.a Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: Relevant masteral degree

Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.

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

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

_____ Date	 LOLITO C. BESTIL Department Head Signature and Title of Immediate Supervisor
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APPROVED

_____ Date	 JOSE L. BACUNA Head of Agency
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