

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Balana Lotis M. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE AH	
4. DEPT./BRANCH/DIVISION DVPCS		5. WORK STATION/PLACE OF WORK VSU, VEC, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: 293,076	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. APD-2D-2D11		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Assist. Prof. II		9. WORKING PROPOSED TITLE Assist. Prof. II	
10. WAPCO CLASSIFICATION OF THIS POSITION WAPCO 11		11. OCCUPATION GROUP TITLE (leave blank) WAPCO 11	
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: DUTIES			
70% Teach veterinary medicine courses (lec/lab)			
20% Perform duties in different committees of CVM assigned to her.			
10% Do other duties, such as: Subject Matter Specialist, Academic Adviser, College Soc.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">V-P of Academic Affairs</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;">N/A</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.2em;">Teaching materials, Lab equipment, clinical instrument, computer & animal spe.</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <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;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[X]</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	[X]	[]	Supervisors	[]	[X]	Management	[X]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[X]</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> </tbody> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[X]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.2em;">Nov. 11, 2011</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;">Lotis M. Balana</div> <div style="text-align: center;">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;">To provide instruction, research and extension in the field of Veterinary Medicine.</div>																													
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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="font-size: 1.1em;"> Education: Relevant masteral degree Experience: 1 year of relevant experience </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; font-size: 1.2em;">PRC License</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.2em;">Nov. 11, 2011</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;">EUGENE B. LANADA</div> <div style="text-align: center;">Signature and Title of Immediate Supervisor CUM -Dean</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.2em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;">JOSE L. BACUSMO</div> <div style="text-align: center;">Head of Agency</div> </div> </div>																													