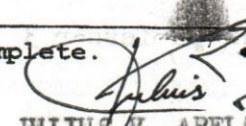
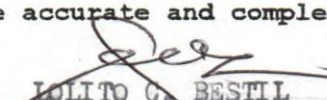
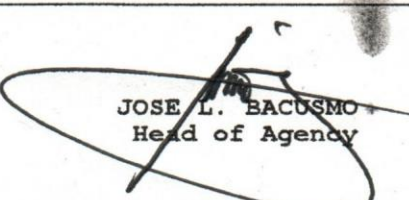


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ABELA JULIUS VILLAR (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DEPARTMENT OF ANIMAL SCIENCE, Col. of Agriculture & Food Science, VSN, Baybay, Leyte		5. WORK STATION/PLACE OF WORK 7a. SALARY P.A.: 7282,660.00 7b. OTHER COMPENSATION: P 24,000.00	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. VISCAB-AP3-22-2008			
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor 3		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION Assistant Professor 3		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:			
<div style="display: flex; justify-content: space-between;"> <div> 85% 5% 5% 5% 100% </div> <div> DUTIES 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. </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture Food Science																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Alejandro Bulawan																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Teaching materials, computer, calculator, weighing scale, animals, etc.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</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;">[x]</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;">[]</td> <td style="text-align: center;">[x]</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	[]	[]	Other Agencies	[x]	[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: center;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[x]</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	[x]	Field Trips	[x]	Exposed to Varied Weather	[]	Others (Specify)	[]
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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;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  JULIUS V. ABELA Signature of Employee </div> </div>																													
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, production of animals, and extension services to clientele.																													
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). Education: M.S. in Animal Science Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.																													
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;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  LOLITO C. BESTIL Head, DAS-CAFS, VSU Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div>																													