

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		3. BUREAU OR OFFICE COLLEGE OF VETERINARY MEDICINE	
4. DEPT./BRANCH/DIVISION DEPARTMENT OF CLINICAL SCIENCES		5. WORK STATION/PLACE OF WORK COLLEGE OF VETERINARY MEDICINE	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 247,812.00 7b. OTHER COMPENSATION: ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		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 related functions, among others the following : a. Prepared teaching materials / guides and submit to department head b. Conducts examination (quizzes, long hours, midterm, final) c. Checks test papers and return 1 week after examination d. Submits grade sheet and return over class records to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in co-curricular activities.		
5%	4. Performs other functions assigned by the Department head.		
100%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Teaching materials, Computers, LCD projectors, books, journals, magazines, laboratory equipment's and chemical, animal specimens, surgical equipment and photocopy machines.																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[X]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[X]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[X]</td></tr><tr><td>Management</td><td>[]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[]	Other (Specify)	[]	[]	<table border="1"><tbody><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete.																															
Date		MELVIN A. BAGOT Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services in the field of Animal Health and Veterinary Medicine.																															
22. Describe briefly the general function of the position. To provide instruction, research and extension services in the field of Animal Health and Veterinary Medicine.																															
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: Licenced Doctor of Veterinary Medicine Experience: Science Research Assistant																															
23b. Licenses or certificates required to do this work, if any. PROFESSIONAL REGULATION COMMISSION (PRC) LICENSE																															
24. I HEREBY CERTIFY that the above answers are accurate and complete.																															
Date		EUGENE B. LAÑADA Signature and Title of Immediate Supervisor																													
25. APPROVED:																															
Date		EDGARDO E. TULIN Head of Agency																													