

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		<div style="display: flex; justify-content: space-between;"> <span><b>COME</b> (Family Name)</span> <span><b>WARREN</b> (Given Name)</span> <span><b>DE VEYRA</b> (Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION <b>DEPARTMENT OF ANIMAL SCIENCE</b>		5. WORK STATION/PLACE OF WORK <b>VSU, Baybay City, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:  7b. OTHER COMPENSATION PERA/ACA <b>p24,000.00</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor 1</b>		9. WORKING PROPOSED TITLE (leave blank)	
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 [ ]		4th [ ] 5th [ ] 6th [ ]	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time :		DUTIES	
<div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> 85% : 5% : 5% : 5% : 100% : </div> <div style="flex: 4;"> <ol style="list-style-type: none"> <li>1. Teaches assigned subject and performs other teaching related functions, among others the following: <ol style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ol> </li> <li>2. Member in different committees.</li> <li>3. Participate in the co-curricular activities.</li> <li>4. Perform other functions assigned by the Department Head.</li> </ol> </div> </div>			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>Department Head</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>College Dean</b></p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (From the 7) list <small>only by their item nos. and titles)</small> <p style="text-align: center;"><b>Reggie Bartolini, Remulo Hepemuceno, &amp; Florentine Bahastig, Jr.</b></p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;"><b>Laptop, LCD Projector, computer, and other teaching materials.</b></p>																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input checked="" type="checkbox"/>	Field Trips	<input checked="" type="checkbox"/>	Exposed to Varied Weather		Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;">_____ Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><b>provide educational instruction, research, extension, and production services.</b></p>																													
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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). <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 80%;"> <p>Education: <b>Master of Science in Animal Science/Veterinary Medicine and/or related fields.</b></p> <p>Experience: <b>Necessary</b></p> </div> <div style="width: 15%; text-align: right;"> <p><b>fields.</b></p> </div> </div>																													
23.b. Licenses or certificates required to do this work,  																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">11/20/13 _____ Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><b>DINAH M. ESPINA</b> _____ Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><b>JOSY A. SACUNO</b> _____ Head of Agency</p> </div> </div>																													