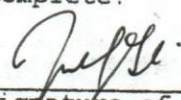

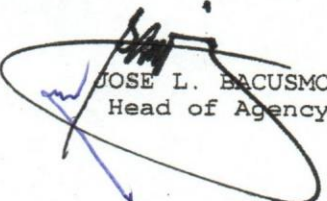


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GEREBISE MA. ROSA DE LIMA CAPUNO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Department of Animal Science		5. WORK STATION/PLACE OF WORK VSU, Baybay City, Leyte	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: P239,280.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor 1		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 (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.		
5%	2. Member in different committees.		
5%	3. Participate in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

20X 041 4/57 6/2

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) Mr. Florentine Belastig (Univ. Ostrich Proj. Laborer)																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																															
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>[]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[X]</td></tr><tr><td>Management</td><td>[]</td><td>[X]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[X]	Management	[]	[X]	Other (Specify)	[]	[]	<table border="1"><tbody><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[X]</td></tr><tr><td>Field Trips</td><td>[X]</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	[X]	Field Trips	[X]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Field Trips	[X]																														
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><u>June 28, 2015</u> Date</div><div> Signature of Employee</div></div>																															
21. Describe briefly the general function of the Unit or Section. Provides instruction, research, extension and production services related to animal science.																															
22. Describe briefly the general function of the position. Teaches animal science courses and serve as member of department committees, and as project manager of Univ. Ostrich Proj.																															
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: MS in Animal Science Experience: Necessary																															
23b. Licenses or certificates required to do this work, if any. Licensed Agriculturist																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div> Date</div><div> DINAH M. ESPINA Signature and Title of Immediate Supervisor</div></div>																															
25. APPROVED: <div style="display: flex; justify-content: space-between;"><div> Date</div><div> JOSE L. BACUSMO Head of Agency</div></div>																															