

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <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  Visayas State University, Baybay City, Leyte		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>	
<div style="display: flex;"> <div style="flex: 1;">           6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> <div style="flex: 1;">           6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>VISCHM-INST-8-2005</b> </div> </div>		7a. SALARY P.A.: <b>₱239,280.00</b>  7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  <b>Instructor 1</b>		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 [ ]  <div style="display: flex; justify-content: space-around;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div>			
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			
<div style="margin-bottom: 10px;">           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.         </div> <div style="margin-bottom: 10px;">           5% 2. Member in different committees.         </div> <div style="margin-bottom: 10px;">           5% 3. Participate in the co-curricular activities.         </div> <div style="margin-bottom: 10px;">           5% 4. Perform other functions assigned by the Department Head.         </div> <div style="margin-top: 10px;">           100%         </div>			



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14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;"><b>Department Head</b></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;"><b>College Dean</b></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;"><b>Jaime V. Latras &amp; Reggie Bartelini</b></div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center;"><b>Laptop, LCD projector, computer, and other teaching materials.</b></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;">[   ]</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	[ 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%;"> <u>11/4/2014</u> Date         </div> <div style="width: 45%; text-align: right;">             Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;"><b>Provide educational instruction, research, extension, and production services.</b></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="display: flex; justify-content: space-between;"> <div style="width: 80%;">           Education: <b>Master of Science in Animal Science/Veterinary Medicine and/or related</b>            Experience: <b>Necessary</b> </div> <div style="width: 15%; text-align: right;">fields.</div> </div>																													
23b. Licenses or certificates required to do this work, if any.  <div style="height: 40px;"></div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="text-align: center; margin-top: 20px;"> <u>                    </u> Date       </div>	<div style="text-align: center; margin-top: 20px;">   <b>DINAH M. ESPINA</b>            Signature and Title of Immediate Supervisor         </div>																												
25. APPROVED:  <div style="text-align: center; margin-top: 20px;"> <u>                    </u> Date       </div>	<div style="text-align: center; margin-top: 20px;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div>																												