

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	
4. DEPT./BRANCH/DIVISION Animal Science, VISAYAS STATE UNIVERSITY		5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: <del>P239,280.00</del> P 247,812- 7b. OTHER COMPENSATION: ACA/PERA P24,000.00	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAP-1081-20-2013			
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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">College Dean</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;">None</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center;">Computer/laptop, Printer, LCD Projector, &amp; other teaching materials.</div>																													
18. CONTRACT <table style="width: 100%; border: none;"> <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> <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;">[   ]</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> </table>		Occasional	Frequent	General Public	[ X ]	[   ]	Other Agencies	[   ]	[   ]	Supervisors	[   ]	[ X ]	Management	[   ]	[ X ]	Other (Specify)	[   ]	[   ]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <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> </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; align-items: flex-end;"> <div style="text-align: center;">   <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center; font-size: small;">Date</div> </div> <div style="text-align: center;">   <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center; font-size: small;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;">Instruction, research, extension, and production services.</div>																													
22. Describe briefly the general function of the position.  <div style="text-align: center;">Teaches animal science subjects (lecture and laboratory), computes and submits grades of students on time; and serve as member of department committees.</div>																													
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="text-align: center;">Education: M. S. degree in the area of specialization.</div> <div style="text-align: center;">Experience: Preferable</div>																													
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">PRC Licensed</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center; font-size: small;">Date</div> </div> <div style="text-align: center;">   <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center; font-size: small;">DINAH M. ESPINA Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center; font-size: small;">Date</div> </div> <div style="text-align: center;">   <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center; font-size: small;">EDGARDO E. TULIN Head of Agency</div> </div> </div>																													